

Notice to **Mac OS users**: Complete the form using the free Adobe Acrobat Reader (get.adobe.com/reader/). Right click or option-click and select Adobe Reader to open the file. If you complete the form in Preview mode, the responses you enter on the form will neither save nor print correctly.

Application Deadline: February 15, 2018

Part A Applicant Information

Organization _____

Address _____

Part B Registration Information

Non-Profit Registration No. _____ Date of Incorporation _____

Chairperson/Contact Chairperson _____

Executive Director _____

Artistic Director (if applicable) _____

Contact Work Phone _____ Alternate Phone _____

Email _____

Organization URL _____

Chairperson Work Phone _____ Alternate Phone _____

Indicate the primary function your organization serves (check one only):

- Facility
- Festival
- Service Organization (includes Community Arts Councils)
- Youth

Is your organization a registered charitable organization? Yes No

If yes, provide your CRA registration number _____

Grant Application
 Operating Assistance to Cultural Organizations 2018



Is your organization requesting Three-Year Status? _____

Total Expenses¹ \$ _____ Amount Requested¹ \$ _____
(amounts shown in your coming year budget)

What is the annual start date of your organization's fiscal year? _____

Submit the following documents to support your application:

- copies of Memorandum of Association, Certificate of Incorporation, and By-laws, unless already filed with the department
- a copy of your Governance Manual, unless already on file with the department *(optional, but recommended)*
- a list of board members *(as of February 1, current year)* that indicates those holding executive positions
- a list of staff persons *(as of February 1, current year)* that indicates which are core staff and which are project staff

General Data *(for information purposes only; this data is not used in scoring applications)*

of current members *(if organization has a membership structure)* _____

of volunteers *(if applicable, not including members)* _____

of people served in previous year *(e.g., attendance/number of participants/persons served through programs)* _____

of events in previous year *(e.g., performance, workshops, exhibitions, events)* _____

Period covered for above *(Month/Year)* _____ to _____

Personnel Data

	# of salaried employees		# of contract staff
	Full-Time	Part-Time	
Administrative/Management	_____	_____	_____
Creative/Artistic/Program ²	_____	_____	_____

Taxes

Income taxes remitted to Receiver General of Canada for salaried employees \$ _____

Net HST *(after any recovery, or net of HST paid vs. HST collected)* \$ _____

¹ These are the amounts shown in your coming year budget

² Include artists, performers, workshop instructors, guest speakers, and others who delivered programs, but are otherwise not employed by the organization.

Part C Eligibility Checklist for New Applicants

To meet basic eligibility, your organization must be able to answer “yes” to the following questions:

- Are you either a registered not-for-profit society or not-for-profit cooperative in good standing with the Provincial Registrar of Joint Stock Companies or federally registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia? Yes No
- Have you been operating for at least 2 years before the date of application? Yes No
- Have you successfully completed 2 project grants available through Communities, Culture and Heritage or Arts Nova Scotia? Yes No
- Is it true that you DO NOT receive operating assistance from any other government agency or department? Yes No
- Do you maintain an active membership or can show a form of community support that includes Nova Scotia residents and persons other than those who serve on the board of directors? Yes No
- Do you operate programs year round, except for presenting festivals which may have seasonal programs? Yes No
- Have you secured additional sources of revenue, such as corporate contributions, donations, sale, and membership fees? Yes No
- Are you pursuing other sources of public funding? Yes No

Note: If you have answered “no” to any of the above questions, contact the program officer before continuing with your application.

Part D Application Outline

Submit the Application Outline as a separate document from the Application Form. Identify and clearly address the following topic areas.

Organizational Profile *(not scored)*

Describe your organization in 1,000 words or less, addressing the following points to convey a robust sense of your organization:

- a) **vision and mission or mandate** (or the objects stated in your Memorandum of Association)
- b) **scope of activities** (artistic disciplines or types of cultural activity your organization serves)

- c) geographic area normally served
- d) a brief history of your organization (include milestones and significant accomplishments)
- e) the role your organization plays in contributing to or supporting Nova Scotia's cultural community

NOTE: We keep your Organizational Profile on file to be carried forward to the following year. Each year you have the opportunity to make changes as needed.

Question 1: Program planning and evaluation (scored, 20 points)

Describe your programs and services, including

- a brief description of the program or service in most recent completed year
- the program's goals or objectives, how you assessed success, what results you achieved, and what you learned
- whether you will continue the program in the coming year, and, if so, what you hope it will achieve, if different from the current year
- a brief description any new program or service, including what is planned and what you hope it will achieve (goal or objective)

Question 2: Audience and community engagement (scored, 20 points)

Describe the relationships your organization has with and the support it receives from the following communities: the general public, the artistic community and any relevant cultural and community partners, sponsors, volunteers, and donors. Description may include:

- Dissemination, meaning the ways in which an organization reaches its audience (programs, services, performance, presentation, etc.)
- Audience/program participation numbers
- Audience/program development, education, and engagement, meaning how the organization provides opportunities for the public to engage and interact with artists and art (like workshops, artistic talks, blogs) and serves the communities addressed
- How the organization's community engagement practices serve the organizations mandate and vision.
- How the organization develops and maintains collaborative relationships/partnerships within the broader community
- How the organization provides opportunities and support for the professional development of professional and pre-professional artists.
- The effectiveness of marketing and communication activities within the community

Question 3: Organizational effectiveness *(scored, 20 points)*

Describe your organizations management practices, governance, and planning, including the following points:

- Governance practices and policies, including structure, strategic planning, and governance practices
- Human resources, including staff, board, and volunteers
- Operational effectiveness, including, but not limited to, work planning, communication, marketing, and facility management *(if applicable)*
- Current issues or concerns: What issues or challenges is your organization currently facing that you have not yet addressed in answering other questions? What actions are you taking to respond to these issues or challenges?

Question 4: Nova Scotia Culture Action Plan: Creativity and Community *(scored, 20 points)*

Demonstrate how your programs and services will further the objectives of Nova Scotia's Culture Action Plan: novascotia.ca/culture/Culture-Action-Plan--English.pdf

Question 5: Financial management *(scored, 20 points)*

Demonstrate your organization's financial management – including such things as budgeting, expenditure management, and revenue generation – in enough detail so that we can determine the financial health of your organization. Both the completeness of financial statements and the effective organization of financial information are a reflection of your organization's financial management.

Submit the following Financial Information to support your application:

- a copy of financial statements for the most recently completed fiscal year, including a balance sheet (assets, liabilities, equity/debt)/statement of financial position and income statement for the most recently completed fiscal period. Financial statements must be signed by an authorized representative of the organization. Externally prepared statements must include all "Notes to the Statements."
- Financial information in a comparative table with columns for the following information:
 - Actual revenues and expenses for the most recently completed year
 - Budget for current year as approved at the start of the year
 - Forecast for year-end revenues and expenses for your current year (at February 1)
 - Budget for coming year

Use either the column format shown on following page, a budget template, or the financial information submitted in an CADAC application.

Item (use categories of revenues and expenses)	2016-17 Actuals	2017-18 Budget	2017-18 Forecast (as of Feb 1)	2018-19 Budget
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Organizations have the option of our budget templates (comparative tables) which can be found here: cch.novascotia.ca/investing-in-our-future/operating-assistance-cultural-organizations
 Simply complete, print and include it with your application submission.

Organizations that make application to the Canada Council for Operating Assistance may submit a printout of financial information they submit to CADAC instead of the suggested table format.

Report revenues and expenses by categories such as "Earned income," "Donations," "Salaries," or "Promotion."

For government funding indicate the amount requested under this program and name the sources for all other public funding.

The format used within your organization for presentation to the Board of Directors will likely meet the program's requirements provided that revenues and expenses are categorized in some way.

You must include notes to the financial table to explain:

- any significant change in a particular category of revenue or expense
- any category subtotals which are particularly large relative to other categories
- a deficit or significant surplus for the coming year's budget
- any particular items to which you want to draw attention

NOTE: Organizations with accumulated debts exceeding 5% of the coming year's budget must include a debt reduction plan to explain what steps are being taken to eliminate the debt.

Three-Year Status requirement: If your organization is requesting three-year status, you must provide budget projections for the coming three years.

Supporting Documents Checklist

- Answers to questions 1 to 5 on separate paper (see Pages 4 to 6) Yes No
- Copies of Memorandum of Association, Certificate of Incorporation and By-laws, if not on file at the department On File Yes No
- A list of current board members as of February 1 (in the year of application indicating those holding executive positions) Yes No

- A list of staff persons as of February 1 (in year of application) indicate which are core staff and which are project staff Yes No
- A copy of your Governance Manual (optional, but recommended) On File Yes No
- A copy of financial statements for the most recently completed fiscal year, including a balance sheet (assets, liabilities, equity/debt) and income statement. Financial statements must be signed by an authorized representative of the organization. Yes No
- A financial table as described on pages 5 and 6 of the application (if requesting Three Year Status include a 3 year budget with targets for each of Years 1, 2 and 3) or a printout of your CADAC financial information Yes No
- A copy of your current business, action or strategic plan (optional if requested 1 year funding/mandatory if requesting Three Year Status) Yes No

Application Submission

The deadline for applications is February 15.

Applications must be postmarked on or prior to the deadline date to be eligible. If the deadline date should fall on a weekend or holiday, applications that are postmarked for the following business day will be accepted.

Send application to:

Department of Communities, Culture and Heritage
PO Box 456
Halifax, Nova Scotia B3J 2R5

For further information, contact
Susan Jeffries, Development Officer
Phone: 902-424-2873
Fax: 902-424-0710

Email: Susan.Jeffries@novascotia.ca
Web: novascotia.ca/cch

Applicant's Signature _____ Date _____