

Accessibility: If you encounter any barriers or need accessibility support during the application process, contact program staff at least two weeks before the application deadline for assistance.

Annual Application Period: All Annual application materials must be sent to CHDapplication@novascotia.ca no later than 11:59 pm on April 30, 2026.

Section 1 Applicant Information

Organization Information

Legal Name of Applying Organization: _____

Nova Scotia Registry of Joint Stock (RJS): _____

Federal GST Number: _____

Telephone (Primary): _____ Telephone (Alternate): _____

Business E-mail: _____

Business Website: _____

Organization Mailing Address

Street: Number _____ Address _____

Unit/Suite: _____ PO Box: _____ City/Town/Community: _____

County: _____ Province: _____ Postal Code: _____

Contact Information

Name of Chairperson/Chief/Sr. Management Lead: _____

Telephone (Primary): _____ Telephone (Alternate): _____

E-mail: _____

Contact Information for Project Lead (if different)

Name: _____

Telephone (Primary): _____ Telephone (Alternate): _____

E-mail: _____

Equity, Diversity, Inclusion, and Accessibility (EDIA)

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, accessible, and inclusive. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia's diverse communities.

Does your organization have a specific mandated or primary focus to serve any of the following underrepresented and/ or underserved communities?

Select all that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> 2SLGBTQIA+ | <input type="checkbox"/> Immigrants/Newcomers/
Refugees | <input type="checkbox"/> Racialized Groups/Communities |
| <input type="checkbox"/> Acadian/Francophone | <input type="checkbox"/> Mi'kmaq | <input type="checkbox"/> Prefer not to answer (If an individual) |
| <input type="checkbox"/> African Nova Scotian | <input type="checkbox"/> Persons of African Descent | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Gaelic/Gaels | <input type="checkbox"/> Persons Living with Disabilities | <input type="checkbox"/> If not identified above, specify:
_____ |
| <input type="checkbox"/> Indigenous | | |

Optional: (if none of the above)

If serving one or more of the following underrepresented and/or underserved communities is not your primary mandate or focus, but you do offer some programs, services, or outreach initiatives specifically targeted toward any of these groups, briefly describe those programs, services, or initiatives:

Data Statement

The information you provide will help us identify and prioritize applications supporting underrepresented and/or underserved communities and learn if our programs and processes are inclusive of Nova Scotia's diverse population. It will be handled in accordance with applicable privacy and confidentiality regulations.

Section 2 Application Information

General Organizational Data

Eligibility

Did your organization receive funding from the 25–26 Operating Assistance to Cultural Organizations Program? Yes No

If No, you must contact the Program Officer prior to submitting this application to confirm your organization’s eligibility, per the requirements stated in the Program Guidelines.

Organizational Categorization

Select the most appropriate Applicant Category (Refer to Program Guidelines for more details):

Facilities Festivals Service

Engagement Data

Number of current members (Leave blank if your organization is not membership-based) _____

Number of current Board members _____

Number of volunteers (if applicable, excluding members captured above) _____

Number of people served in previous year (attendance, participants, etc.) _____

Number of events in previous year (performance, exhibitions, workshops, etc.) _____

Number of administrative staff (salaried employees): FTE _____

P/T _____

Number of contract staff (artists, performers, instructors, guest speakers, and facilitators not employed by the organization): _____

Annual Expenses

Provide your organization’s annual actual expenses for the previous three years, beginning with the most recently completed fiscal year (values should exclude expenses related to repayment of debt).

Year 1 Expenses _____

Year 2 Expenses _____

Year 3 Expenses _____

Median annual actual expenses _____

See Program Guidelines for more instructions on how to determine your organization’s median annual actual expenses.

Mandatory Written Assessment Responses

Submit Questions 1–8 in a separate PDF.

Suggested word amounts are indicative of the level of detail expected.

Applicants are expected to review the Guidelines Annual Funding 2026–2027 and Evaluation Framework for Annual Funding 2026–2027 for Operating Assistance to Culture Organizations documents prior to submitting. The Evaluation Framework describes the details on how applicants are assessed. Applicants should address these considerations when developing their responses.

Organizational Profile (250 words or less)

1. Provide an overview of your organization that addresses/provides the following:
 - Vision, Mission and Mandate of the organization
 - Brief history of operations
 - Governance model and administrative structure
 - Audience/community that your organization serves

Program Reporting (250 words or less per question)

Respond to these questions in relation to the results of the organization's work over the **Most Recently Completed and Current** funding years.

2. Explain how your organization's programs and services supported artists and the arts and culture sector in Nova Scotia.
3. Describe the organization's approach to program measurement and assessment.

Program Planning (250 words or less per question)

The questions below relate to your organization's programming/service delivery for OACO Funding year.

4. Describe how your organization develops its programs and services and how they support artists and the arts and culture sector in Nova Scotia.
5. What are the strategies that your organization will use to increase interest and uptake in the organization's activities?
6. Outline any other planned initiatives your organization will undertake during the application period not addressed previously (optional).

EDIA Performance (250 words or less)

7. Describe any organizational initiative planned or underway that promotes the objective of an equitable, diverse, inclusive, and accessible arts and cultural sector. Responses should include consideration of governance and administration, general operations (including facility and infrastructural considerations), programming and audience engagement.

NOTE: information provided in Section 1 of this form above will not be considered for assessment purposes; ensure your answer to the above question does not rely on Section 1 for reference.

Organizational Standing and Effectiveness (250 words or less)

8. Describe your organization's governance and administration priorities for the OACO Funding year. This can be one or multiple priorities your organization is looking to improve or strengthen. Some priorities could be:
- Strategic direction
 - Board structure, governance and/or engagement
 - Revenue generation and organizational sustainability
 - Updating By-Laws, governance manuals or other documents

Lists

- Current staff and Board Members including positions/titles
- Activities undertaken in both **Most Recently Completed** and **Current** years
- Programs and services planned for the **OACO Funding year**

Each activity list should contain:

- Dates
- Name of program/activity
- Type of activity
- Key people involved (e.g., artists/contributors/facilitators/participants)
- Target audience

Brief notes may be included where needed.

The content requested in these lists is adapted from the Canada Council Appendices document. If you have already completed that document for Canada Council, you may submit it instead of the above with updates where necessary.

If you have programming/marketing materials that provide this information, you may include them in lieu of/in support of the above lists.

Financial Capacity

Detailed Comparative Budget Worksheet

An Excel template is available for this Comparative Budget. Other formats (e.g., CADAC templates) will also be accepted, provided the information is the same.

Column 1: Actual revenues and expenses for the **Most Recently Completed** fiscal year

Column 2: Budget for **Current** fiscal year as approved at the start of the fiscal year

Column 3: Forecast for year-end revenues and expenses for **Current** fiscal year (as of April 15, 2026)

Column 4: Budget for the **OACO Funding** year

Line items should include sufficient detail or notes, specifically in regard to large sums.

Ensure a separate line for OACO funding amount is included and/or be clearly identified in the Budget Notes and/or Notes to Financial Statements.

Financial Statements

The Financial Statements for the Most Recently Completed year must include:

- Signature of the organization's board chair
- Statement of financial position/balance sheet (including assets, liabilities, equity/debt)
- Statement of operations/income statement for the Most Recently Completed fiscal period
- If prepared by an external party, name and contact information of the person who prepared the statements
- Any "Notes to the Statements" must also be included

Financial Notes (optional)

Provide any relevant details on your organization's financial documents, if applicable this could include:

- Notation for any items requiring additional explanation (refer to the specific line)
- Steps being taken to address a budget showing a deficit position
- Details for disclosure and relevance of surplus and designated funds.
- Notes which outline your debt reduction plan if the organization's deficit is greater than 10% of revenues for the Most Recently Completed year

Submission Checklist

- Application Form:** completed in full, signed and dated by the organization's board chair.
- Written Assessment:** Questions are in Section 2 of application form.
- Lists:**
 - Current staff and Board Members including positions/titles
 - Activities undertaken in both Most Recently Completed and Current years
 - Programs and services planned for the OACO Funding year
- Comparative Budget Table:** Using the Excel template on our website (or using CADAC tables, should your organization reports to other funders that way)
- Financial Statements** for the Most Recently Completed fiscal year, that include:
- Budget Notes** (optional)

Submitting Your Application

All application materials must be submitted to CHDapplication@novascotia.ca

If you are unable to submit via email, contact the Program Officer before the deadline date. Further information: <https://cch.novascotia.ca/>

Applications, or portions of applications, submitted in other formats will not be included in the assessment and scoring process. This includes Google Docs, Numbers, WeTransfer, Google Drive, Dropbox, etc.

Section 3 Consent and Declaration

Consent

- I consent to the sharing of information provided by me in this application with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian Affairs and Francophonie, and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.
- I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian Affairs and Francophonie, and Gaelic Affairs) or Arts Nova Scotia to adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Declaration Statement

As a representative of an organization:

- I certify that the information provided in all information submitted as part of this application package is true, correct, and complete. I understand that if it is not, the application may be considered ineligible.
 - I have carefully read the guidelines and eligibility criteria for this program and confirm that the organization I represent meets the eligibility criteria.
 - I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be considered.
 - I understand that my current submission may not be eligible if any of my final reports have not been submitted and approved.
 - I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.
 - I understand that the personal information collected on this form and any attachments is subject to the Freedom of Information and Protection of Privacy Act.
 - I am aware that information regarding successful submissions, their respective counties, and the amounts awarded for each fiscal year will be publicly disclosed.
 - I understand that successful applicants must sign a “Terms and Conditions” letter that outlines the requirements and responsibilities that come with the funding.
- I accept all the consent and declaration statements above that are applicable to me as a representative of an organization. I understand that not accepting these statements as true may affect eligibility for this funding application.

Print Name: _____ Date (dd/mm/yyyy): _____

Signature of Chair, Board of Directors _____

Note: By entering your name in the Signature field above you acknowledge that you are signing this document and it will be considered your legal signature. Physical signature optional.

Questions and Application Support

Jessica Peddle, Community Cultural Development Officer
Operating Assistance to Cultural Organizations Program
Telephone: 902-476-9308 Email: CHDapplication@novascotia.ca