

Stream I: Core Annual Funding Application

Operating Assistance to Cultural Organizations



All parts of this application are required unless marked as “optional”. Note, this form is only one of several required documents. Refer to the “Application Checklist” in Part E for a list of all required documents.

Part A Applicant Information*

Name of Organization				
Street Number	Street Address			Suite
PO Box	City/Town	County	Province	Postal Code
Email			Website	

Registration Information*

Provide your Nova Scotia Registry of Joint Stocks Registration Number or your corporation number under the Canada Not-for-profit Corporations Act: _____

Chairperson*

Application Contact*

Chairperson	Contact Name
Telephone	Telephone
Email	Email

Eligibility*

Did your organization receive funding from either the 2024 Operating Assistance to Cultural Organizations or the 2023 One Time Special Operations Grant? 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.

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General Data*

Number of current members (if applicable): _____

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): FTEs _____

P/T Number _____

Number of contract staff (include artists and performers, instructors, guest speakers and all those delivering programs and services on behalf of the organization but not employed by the organization): _____

Annual Expenses*

Provide your organization's annual actual expenses for the previous three (3) 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 _____

Provide the median annual actual expenses for your organization (determined by arranging the previous three (3) years of organizational expenses from lowest to highest; the median is the middle value; see Program Guidelines for more details): _____

Organizational Categorization*

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

Facilities Festivals Service

Briefly summarize (1–2 sentences) the general work of your organization in supporting and delivering arts and cultural activities as it pertains to your chosen Applicant Category.

Part B Equity, Diversity, Inclusion, and Accessibility*

The information gathered in this section will be used to help gather statistics about how we are reaching equity-deserving communities and to help communicate with individuals and organizations from equity-deserving communities. **It will not be used for assessment purposes.**

Identify who your organization serves. If you serve everyone, select "General Population".

General Population

African Nova Scotian

Racialized Groups/Communities

Persons of African Descent

Immigrants/Newcomers/Refugees

Mi'kmaq/Indigenous

People Living With Disabilities

Acadian/Francophone

Children in Care/Transitioning out of care

Gaelic/Gaels

Underhoused/homeless

Youth (Under 19 years)

Low Income

Seniors (65+ years)

Men/Boys

2SLGBTQIA+

Women/Girls

Gender Diverse

If not identified above, specify: _____

As a part of CCTH's (Communities, Culture, Tourism and Heritage) commitment to EDIA, we are interested to know if your organization's leadership is reflective of the communities you serve. Does your organization's leadership (Board, committee, staff, volunteers, etc.) reflect the communities you serve (language, gender, lived experience or cultural identities, etc)?

Yes Somewhat No Unsure N/A

Has your organization developed and implemented a plan to support Equity, Diversity, Inclusion and Accessibility?

Yes No

If 'Yes', elaborate. Describe the Nature of the EDIA Plan, Adoption and Implementation. (100 words or less)

If 'No', describe any barriers your organization is experiencing to developing or implementing a plan. (100 words or less)

Part C Written Assessment Responses*

Applicants are expected to review the **Operating Assistance to Cultural Organizations (OACO) Program Guidelines** prior to submitting. Appendix A of the guidelines describes how applicants are assessed. Applicants should address these considerations when developing their responses.

Provide the following three (3) lists as separate documents/appendices to your answers to Questions 1–8:

1. List of current staff and Board members (with their positions/titles)
2. List of current activities/activities undertaken in your most recent operating year
3. List of programs and services planned by the organization for the period covered by this application

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

Provide all written responses to Questions 1–8 in a separate document submitted as a single PDF.

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 the below questions in relation to the results of the organization's work over the previous programming **cycle**. Refer to the appropriate Applicant Category in Appendix A of the OACO Program Guidelines in developing your responses.

2. Explain how your organization's programs and services delivered during your most recently completed year 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 the application year. Refer to the appropriate Applicant Category in Appendix A of the OACO Program Guidelines in developing your responses.

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* (300 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 Part B: EDIA above will not be considered for assessment purposes; please ensure your answer to this Q7 does not rely on Part B for reference.

Organizational Standing and Effectiveness* (300 words or less)

8. Describe the current state of the organization from a governance and administration perspective. Note any challenges and any opportunities, and the ways in which the organization is addressing them.

Part D Financial Capacity*

Detailed Budget Worksheet*

Applicants must also complete and submit a detailed budget containing the following data. This should be submitted as a separate document to the application.

Column 1: Actual revenues and expenses for the most recently completed fiscal year

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

Column 3: Forecast for year-end revenues and expenses for your current fiscal year

Column 4: Budget for application year

A budget worksheet is available but alternative formats (including CADAC templates) will also be accepted as long as they provide the information above.

Budget Notes (optional)

If necessary, you may provide any relevant details on your organization's current financial status via a separate addendum to the worksheet or provided directly on the worksheet. Provide notation for any budget lines that require additional explanation, referencing the specific line.

If the organizational budget shows it is in a deficit position, describe the steps being taken to address this.

Financial Statements*

Submit separately a copy of board-approved (signed) Financial Statements for your most recently completed fiscal year.

Consult the Program Guidelines for specific requirements related to financial statements.

Supplementary Information (optional)

You have the option to include supplementary information along with your application submission. These should be specifically included to support the application and increase the reviewers' understanding of your organization. Some examples include your current Strategic Plan; testimonials and/or letters of support from key partners/community stakeholders; a policy you would like to highlight; etc.

These should be sent at the same time as the application via the email address provided below.

Indicate whether additional materials will be sent in support of your application:

Yes No

Part E Required Documents*

Application Checklist* (The following documents must be sent to CHDapplication@novascotia.ca for your application to be considered for assessment.)

- Completed and Signed Application Form
- Written Assessment Responses
- Three required lists detailed in Part C
- Completed Budget Worksheet
- Board Approved, Reviewed Financial Information (from most recently completed fiscal year)

Declarations*

- 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 understand that if my organization has overdue final reports for previously funded projects, these must be submitted and approved before any new funding is released.
- I understand that successful applicants must sign a “Terms and Conditions” letter that outlines the requirements and responsibilities that come with the funding.
- I understand that once funding is approved any change to the proposal must have prior approval of the Department of Communities, Culture, Tourism and Heritage and that a new budget may need to be submitted.
- I understand that the personal information collected on this form and any attachments is protected under the privacy provisions of Section 26(a) of the Freedom of Information and Protection of Privacy Act.
- I understand that, if successful, our organization name, program name, and approved funding amount may be disclosed in accordance with the departmental Routine Access Policy.
- I consent to the sharing of information with other government departments, organizations, or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian, 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 Scotia, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and email to a distribution list to receive updates on programs, services, news and events.

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As the authorized representative of the applicant organization, I confirm that:

- I have carefully read the application guidelines and eligibility criteria for this program and confirm that the organization I represent meets the eligibility criteria.
- I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.

By checking the confirmation box and typing my name below, I am electronically signing this application on behalf of my organization.*

Confirmation Name: _____

Program Contact

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/>

Questions and Application Support

Jessica Peddle, Community Cultural Development Officer

Operating Assistance to Cultural Organizations Program

Telephone: 902-476-9308

Email: Jessica.Peddle@novascotia.ca