

Application Deadline: Starting April 1, 2016**Introduction**

The One-Time Emerging Culture and Heritage Initiatives Program is designed for organizations that primarily focus on cultural and heritage development. This program is also available to organizations partnering with specific culture and heritage interests provided they are working to build capacity or foster innovation within Nova Scotia's culture community or that they are working in support of cultural development within diverse communities.

Program Goals

- Enhance stakeholder capacity and sustainability
- Generate growth opportunities by using innovative approaches that are not supported with existing Department of Communities, Culture & Heritage (CCH) programming
- Increase support to diverse communities

Activities Assisted

Under the One-Time Emerging Culture and Heritage Initiatives Program, government will support requests for one-time culture and heritage projects that do not typically fit within existing program areas currently offered by CCH. Support will be offered to projects that:

- are one-time and involve collaboration between a specific cultural and/or heritage organizations, or other relative interests;
- support and bolster diverse communities;
- offer increased opportunities for communities to engage in cultural and heritage activities;
- build capacity and commitment of local communities to champion the conservation and enhancement of historic environments;
- promote best-practice standards and skills for the conservation, documentation, interpretation and sustainable management of the resources of Nova Scotia's historic environment;
- are not annual or regularly reoccurring; and
- do not create dependency or expectations of ongoing service delivery.

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

Eligibility

An organization may be eligible if it:

- is a registered not-for-profit organization;
- operates primarily for community cultural and heritage benefit; and
- provides programs or services that serve a broader community impact and not strictly to the organization's membership.

Level of Funding

The department's contribution will not exceed 75% of project costs and will not normally exceed a maximum of \$10,000.

Due to higher volume some projects approved may receive less than the requested amounts.

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

Application Procedure

Organizations applying to the program should contact staff in the department 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 application.

Completed application forms must be signed, by the chair of the organization, and dated. Applications can be delivered by hand, courier or sent by regular mail. We do not accept applications by e-mail or fax.

Applicants should not submit application materials bound in folders, binders or plastic sleeves.

Application Deadlines and Activity Start/End Dates

Application will be accepted on an ongoing basis, effective April 1, 2016.

Activities can start no earlier than the effective date and:

- Must have a defined start and finish dates, which are determined by the amount of work needed to finish the activity.
- Activities must start prior to March 31, 2017.

Application Assessment

Activities will be assessed against their ability to support the goals of the department as stated on page one and the following factors:

- demonstrates an increase in collaboration and use of creative innovative solutions in service delivery;
- improved accessibility to and participation in programs and services that support diversity and social equity;
- enhances capacity and opportunity within Nova Scotia's cultural and heritage community; and
- involves additional funding partners, public and private.

All applications will be reviewed by senior division and departmental staff which will make recommendations for funding to the Minister.

Program Evaluation

The Department of Communities, Culture & Heritage will measure the success of the One-Time Emerging Culture and Heritage Initiatives Program and the activities it supports through review of evaluation forms completed by funded organizations following the conclusion of their activities.

The department is looking to achieve the following outcomes:

- Increased access to cultural and heritage resources and participation in related activities.
- Increased sharing of resources and practices among culture and heritage organizations.
- Greater understanding and awareness of the value of heritage and culture.
- Increased investment in events and projects.
- Recognition of Nova Scotia as a creative place.
- Opportunity to learn about the diversity of Nova Scotia's communities.

Notification of Results

Applicants will be informed of funding decisions by letter, typically within 60 days after the department receives the submission.

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:

- 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.
- 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 funds has been issued, 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 surplus funds to the department.
- Recipients of program funding must submit a final report within 60 days of the project end date.

Please note: if the **final report** becomes overdue, no funds can be released for any subsequent grant approved through either the departmental or Arts Nova Scotia's programs until the overdue report has been received.

The Province of Nova Scotia's and Support4Culture'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/support4culture/acknowledgement-guidelines>.

Funding recipients are subject to provincial audit. Please retain all receipts.



One-Time Emerging Culture and Heritage Initiatives Program Guidelines

Send completed application form to:

One-Time Emerging Culture and Heritage Initiatives Program
Department of Communities, Culture & Heritage

In person/courier:	By regular mail:
1741 Brunswick Street, 3rd Floor	PO BOX 456
Halifax, NS B3J 3X8	Halifax, NS B3J 2R5

For further information

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Title:	One-Time Emerging Culture and Heritage Initiatives Program
Date:	6 April 2016
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