

## Open Application Form with Adobe Acrobat Reader.

- Download and save this application form to your computer before beginning.
- Do not fill out form in a web browser or in preview mode or text will not align properly.
- Once downloaded, right click or option click on the file, select Open With, then select Adobe Acrobat.
- Note to applicants using Mac OS systems: ensure that you complete the form using the free Adobe Acrobat Reader (<https://get.adobe.com/reader/>).

## Eligibility

The Festival and Community Event Development Program is designed to help sustain, grow, or improve unique community festivals and events across Nova Scotia. The program is open to the following groups:

- Not-for-profit organizations registered to do business in Nova Scotia
- Municipalities (any city, town, or village in Nova Scotia)
- Mi'kmaq Communities

## Important Information About the Festival and Community Event Development Program

- Applicants can apply for ONE festival or event per year to the Festival and Community Event Development Program. Applications for multiple events will not be considered.
- The program does not fund an entire event but is designed to assist with a project or component within an event.

- Not all applications will be successful. This is a competitive funding program. Applications are assessed and scored by a panel of industry professionals.
- Successful applicants will not necessarily receive the full amount of funds requested.
- The event must take place between April 1 and March 31 of the upcoming fiscal year.
- Combined revenue from government funders (municipal, provincial, federal) generally should not exceed 50% of overall event revenue.

## Program funding cannot be used for the following:

- Infrastructure – buildings, renovations, purchasing of permanent signs, plaques, monuments, gardens etc.
- Fireworks
- Fundraisers
- Family reunions
- Political or religious events
- League, club, sports training camp, or tournament
- Business conventions, conferences, workshops, or other meeting-related gatherings
- Events that are solely an artisan fair, craft fair, tea, or supper
- Alcoholic drinks
- Membership fees
- Parades
- Travel costs or performance fees for non-Nova Scotia-based artists.

Examples of eligible expenses: marketing or public relations assistance, Nova Scotia artist fees, training for staff or volunteers.

## 1 How much are you requesting?

Maximum request is \$10,000

Amount: \_\_\_\_\_

## 2 Tell us about your group

You must fill in all fields marked with an asterisk \*

Name of applicant group\*: \_\_\_\_\_

Street address\*: \_\_\_\_\_ PO Box: \_\_\_\_\_

Community\*: \_\_\_\_\_ County\*: \_\_\_\_\_ Postal code\*: \_\_\_\_\_

Email\*: \_\_\_\_\_ Website: \_\_\_\_\_

Note: Community means any municipality, city, town, village, or Mi'kmaq community.

### Government registry number:

Nova Scotia Registry of Joint Stocks number: \_\_\_\_\_

Canada Revenue Agency identification number: \_\_\_\_\_

## 3 How do we contact you?

You must fill in all fields marked with an asterisk \*

### Chairperson or president

Name\*: \_\_\_\_\_

Main telephone number\*: \_\_\_\_\_ Alternate telephone number: \_\_\_\_\_

Email\*: \_\_\_\_\_

### Other contact who can answer questions about your application

Name: \_\_\_\_\_

Main telephone number: \_\_\_\_\_ Alternate telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

#### 4 Tell us about your festival or community event

Name of festival or event: \_\_\_\_\_

Location of festival or event: \_\_\_\_\_

Event start date (mm/dd/yyyy): \_\_\_\_\_ Event end date (mm/dd/yyyy): \_\_\_\_\_

How many years has this event been taking place? \_\_\_\_\_

Event website: \_\_\_\_\_

#### 5 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.

**If you are an organization, identify who your organization serves. If you serve everyone, select "General population".**

- |                                                          |                                                                    |
|----------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> General population              | <input type="checkbox"/> Children in car/transitioning out of care |
| <input type="checkbox"/> African Nova Scotian            | <input type="checkbox"/> Underhoused/homeless                      |
| <input type="checkbox"/> Persons of African Descent      | <input type="checkbox"/> Youth (under 19 years)                    |
| <input type="checkbox"/> Indigenous/Mi'kmaq              | <input type="checkbox"/> Seniors (65+ years)                       |
| <input type="checkbox"/> Racialized groups/communities   | <input type="checkbox"/> 2SLGBTQIA+                                |
| <input type="checkbox"/> Immigrants/newcomers/refugees   | <input type="checkbox"/> Gender Diverse                            |
| <input type="checkbox"/> Acadian/Francophone             | <input type="checkbox"/> Men/Boys                                  |
| <input type="checkbox"/> Gaelic/Gaels                    | <input type="checkbox"/> Women/Girls                               |
| <input type="checkbox"/> People living with disabilities | <input type="checkbox"/> If not identified, specify:               |
| <input type="checkbox"/> Low income                      | _____                                                              |

As part of CCTH's 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













## 11 Consent and Declaration

- I certify that the information provided in this application package is true, correct, and complete in every respect. I understand that if it is not, the application may be considered ineligible.
- I confirm that I have carefully read the application guidelines and eligibility criteria for this program and that the organization I represent meets the eligibility criteria.
- I understand that if I have 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 in any attachments is protected by 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, project name, and approved funding amount may be disclosed in accordance with the department’s Routine Access Policy.
- I consent to the sharing of my 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 accept all of the declaration statements above that are applicable to me as an applicant.

Name of the Authorized Official: \_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_

Date (MM/DD/YYYY): \_\_\_\_\_ Signature of Authorized Official: \_\_\_\_\_

## 12 Submit your application

Email completed applications to [EventsNS@novascotia.ca](mailto:EventsNS@novascotia.ca)

If there are barriers to submitting via email, contact Events Nova Scotia at 902-456-0525.