

### 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 Acrohat
- 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.

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1 How much are you request Maximum request is \$10,000	ting?	
Amount:		
2 Tell us about your group You must fill in all fields marked with ar	n asterisk *	
Name of applicant group*:		
Street address*:		PO Box:
Community*:	County*:	Postal code*:
Email*:	Website:	
Note: Community means any municipal	ity, city, town, village, or Mi'kma	aq community.
Government registry number:		
☐ Nova Scotia Registry of Joint Stoc	ks number:	
☐ Canada Revenue Agency identifica	tion 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 telep	hone number:
Email*:		
Other contact who can answer questi	,	
Name:		
·	•	none number:
Email:		

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4 Tell us about your festival or co	ommunity 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 been t	
	aning place.
5 Equity, Diversity, Inclusion, and	d Accessibility (EDIA)
are equitable, accessible, and inclusive. Und	e (CCTH) is committed to ensuring our programs and services derstanding the demographics of our clients and people we ograms, funding allocations, and processes are inclusive of
If you are an organization, identify who you select "General population".	ır organization serves. If you serve everyone,
☐ General population	Children in car/transitioning out of care
☐ African Nova Scotian	☐ Underhoused/homeless
Persons of African Descent	☐ Youth (under 19 years)
☐ Indigenous/Mi'kmaq	☐ Seniors (65+ years)
☐ Racialized groups/communities	□ 2SLGBTQIA+
☐ Immigrants/newcomers/refugees	☐ Gender Diverse
■ Acadian/Francophone	■ Men/Boys
☐ Gaelic/Gaels	☐ Women/Girls
People living with disabilities	☐ If not identified, specify:
☐ Low income	
of the communities you serve. Does your or reflect the communities you serve (languag	re interested to know if your organization's leadership is reflective reganization's leadership (board, committee, staff, volunteers etc.) e, gender, lived experience or cultural identities, etc.).
☐ Yes ☐ Somewhat ☐ No ☐ Unsure	☐ N/A

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6	Give us an overview of your festival or community event in about 100 words
<b>Tel</b> nur	us about your event – e.g. when and where it takes place, overview of activities, staff run or volunteer run, nber of participants/attendees, any partnerships with community groups or organizations etc.
	how it will help sustain, grow, or improve your event.  ntify a specific project or expense where funds will be allocated and explain how this investment benefit the event.
	e: responses indicating funds will be added to the overall budget or general event expenses will be sidered incomplete

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Application for Funding Festival and Community Event Development Program	NOVA SCOTIA
Outline the cost of the project(s) or item(s) for which you are applying to are applying for marketing assistance, outline how funds will be allocated (e.g., \$500 towards radio ads, \$500 towards social media ads, \$250 towards	d towards marketing initiatives
Project/Item	Cost

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#### 8 Communities, Culture, Tourism and Heritage

Communities, Culture, Tourism and Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.

We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.

Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

For more information on equity, diversity, inclusion, and accessibility, visit the following websites: Canadian Centre for Diversity and Inclusion Tourism Nova Scotia Coursera

Is your organization engaged in advancing equity, diversity, inclusion, and accessibility? Tell us about your approach.
9 Will you be asking for funding from any other Communities, Culture, Tourism and Heritage funds or programs?
□ Yes □ No
If yes, which program?
Amount:

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#### 10 Provide a detailed event budget outlining all income and expenses.

- · Event budgets showing a loss will be considered ineligible
- Include the requested funding from this program under Income in the Province line item
- Include all in-kind support as income
- The budget should outline how the funding from this program will be spent
- In addition to the budget template below, you may also submit your own event budget
- Not all line items in budget template will apply to all events

Income	
	Amount
Municipal	
Provincial	
Federal	
Sponsorship (list all; including	g in-kind)
Ticket sales/admissions	
Merchandise	
Food and beverage	
Other income	
Total income	

Expenses	
	Amount
Administration	
General insurance	
Travel and accommodation	
Staff salaries and fees	
Management fees (if applicable)	
Other administration expenses	
Subtotal administration	
Event costs	
Facility/venue	
Production (e.g. audio visual)	
Security	
Health and safety (including permits)	
Event insurance	
Ceremonies	
Entertainment/artistic program (artist fees and other costs)	
Hospitality	
Cost of merchandising	
Travel, accommodation and services	
Ticket production (include service fees)	
Sanitation/Environmental	
Other event expenses (identify)	
Subtotal event costs	

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Expenses	
Marketing and promotion expenses	
Advertising	
Design fees and print production	
Direct mail/distribution/display	
Internet and digital media	
Media relations and PR	
Other marketing and promotions	
Subtotal marketing and promotion expenses	
Other Expenses (list)	
Subtotal other spending	
Legacy	
Planning/research	
Training for staff/volunteers	
Total Expenses	
<b>Add contingency</b> (5 % of total expenses)	
Total expenses + contingency	
Surplus/deficit	

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#### 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.
Nan	ne of the Authorized Official:
Title	e of Authorized Official:
Date	e (MM/DD/YYYY): Signature of Authorized Official:

#### 12 Submit your application

Email completed applications to EventsNS@novascotia.ca

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

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