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Do not fill out form in a web browser tab.**

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)
- First Nation 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 the event.
- Event revenue cannot be solely from the Festival and Community Event Development Program.
- Priority is given to events that align with the pillars of the Nova Scotia Culture Action Plan.
- Not all applications will be successful. This is a competitive funding program with applications assessed by a panel of industry professionals.
- Successful applicants will not necessarily receive the full amount of funds requested.
- Applications cannot be submitted for an event that has already taken place.
- Your event must take place between April 1 and March 31 of the upcoming fiscal year.

Program funding cannot be used for the following:

- Infrastructure – permanent signs, plaques, tents, audio or video equipment, monuments, gardens, chairs/seating, washroom facilities/portable toilets, minor renovations etc.
- Event staff salaries/wages, additional staff wages
- Fireworks
- Buildings – new buildings, new wings, renovations etc.
- Fundraisers
- Family reunions
- Political or religious events
- League, club, sports training camp, or tournament
- Conventions, conferences, workshops, or other meeting-related gatherings
- Events that are solely an artisan fair, craft fair, tea, or supper
- Alcoholic drinks
- Membership fees

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

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 First Nation 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: _____

Fax: _____ Email*: _____

Other contact who can answer questions about your application

Name: _____

Main telephone number: _____ Alternate telephone number: _____

Fax: _____ 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: _____

Event social media handles:

Facebook _____ Twitter _____

Instagram _____ Other _____

5 Give us an overview of your festival or community event in about 100 words

Tell us about your event – e.g. when and where it takes place, outline of activities, staff run or volunteer run, number of participants/attendees, any partnerships with community groups or organizations etc.

6 Explain how you will spend the investment received through this program and how it will help sustain, grow, or improve your event.

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
- Include all in-kind support as income
- The budget should outline how the funding from this program would be spent
- In addition to the budget template below, you may also submit your own event budget

Income	
	Amount
Municipal	
Provincial	
Federal	
Grants/Trusts/Foundations	
Sponsorship (list all)	
Ticket sales/admissions	
Merchandise	
Food and beverage	
Other income	
Total income	

Expenses	
	Amount
Administration	
General administration	
General insurance	
Travel and accommodation	
Staff salaries and fees	
Management fees (if applicable)	
Other administration expenses	
Subtotal administration	
Event costs	
Development/bid costs	
Rights fee (if applicable)	
Facility/venue	
Production	
Security	
Health and safety (permits)	
Event insurance	
Ceremonies	
Entertainment/artistic program (fees and costs)	
Hospitality	
Cost of merchandising	
Travel, accommodation and services	
Communications (radio, etc.)	
Ticket production (include service fees)	
Sanitation/Environmental	
Other event expenses	
Subtotal event costs	

Expenses	
Marketing and promotion expenses	
Advertising	
Design fees and print production	
Direct mail/distribution/display	
Internet and digital media	
Media relations and PR	
Sponsorship servicing	
Market research	
Other marketing and promotions	
Subtotal marketing and promotion expenses	
Capital spending	
Buildings and renovations	
Machinery and equipment	
Furniture and fixtures	
Transportation equipment	
Other supplies	
Other equipment	
Subtotal capital spending	
Legacy	
Planning/research	
Program development	
Total Expenses	
Add contingency (5 % of total expenses)	
Total expenses + contingency	
Surplus/deficit	

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 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.

Signature of authorized official: _____ Date (MM/DD/YYYY): _____

Digital signature of Authorized Official (if submitting by email) _____

Printed name of the authorized official: _____

Title 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.