

Application for Current Recipients – One-Year Funding Status

2023 Operating Assistance to Cultural Organizations



General Information

(Updated February 9, 2023)

This is the application document for current recipients of operating funding with one-year status from Communities, Culture, Tourism and Heritage (CCTH). If you are on three-year funding status, contact the program officer to obtain the correct application.

IMPORTANT: This application document contains the content for submitting via the online form as well as a complete list of written questions and required documents -- we strongly advise you to consult it before you complete the online form.

If you have questions, contact Program Officer Jessica Peddle at jessica.peddle@novascotia.ca or 902-476-9308.

Application Guidelines

- The deadline for submission of application materials is 11:59 pm on March 1, 2023.
- Do not send an additional hard copy via post.
- All applicants should receive an email confirming receipt of your application materials within one week of submission. If you do not get this acknowledgment email, please contact the program officer.

Application Outline

The application is provided here in its entirety for your information however it is to be completed via two methods as note below:

Parts 1-4: complete via online form

Part 5: responses to be sent via email

NOTE: You will click "submit" for the online form at the end of Part 5.

Using the Online Form

- **IMPORTANT:** You will not be able to edit your responses to the online form once they have been submitted.
- Use the "back" and "next" buttons at the bottom of the form to navigate (not your browser's buttons).
- Only submit the form once.
- When you submit your form online in Part 5, you are given the option to download a PDF copy of your submission. We strongly suggest that you do so.

Access the online form here: <https://forms.office.com/r/Qq1jPVUNYH>

Submitting Written Content & Financial Documents via Email

- A detailed list of required questions and financial documents as well as guidelines for submission can be found below in Part 5.
- Submit your answers for Part 5 and any other documents via email to CHDapplication@novascotia.ca

If you are unable to submit by electronic means, please contact the program officer.

PART 1: Organization Information *(please complete online)*

1. Name of Organization *
2. Organization's mailing address *
3. Organization's email address *
4. Organization's phone number *
5. Organization's non-profit registration # *
6. Start date of organization's most recently completed fiscal year *

7. Name of contact and position *
8. Contact's email address *
9. Contact's phone number(s) *
10. This contact person can answer questions about this application: * Y N
11. This contact person should receive official correspondence (e.g., terms & conditions document): * Y N
12. Name of Chairperson *
13. Chairperson's phone number(s) *
14. Chairperson's email address *
15. This chairperson can answer questions about this application: * Y N
16. This chairperson should receive official correspondence (e.g., terms & conditions document): * Y N
17. If you said "no" for Qs 10-11 and/or Qs 15-16, please provide the name and email for the correct person within your organization to be contacted

18. **What is the amount of funding you are requesting in this application for 2023-24 fiscal year? ***

Next (Online form)

PART 2: General Data *(please complete online)*

(For information purposes only; this data is not used in application assessment.)

19. # of current members *(if organization has a membership structure; if not, put NA)* *
20. # of volunteers *(if applicable, not including members)* *
21. # of people served in previous year *(e.g., attendance/number of participants/persons served through programs)* *
22. # of events in previous year *(e.g., performance, workshops, exhibitions, events)* *
23. # of Administrative/Management Staff *(salaried employees/FTEs)* *
24. # of Creative Staff *(salaried employees/FTEs includes artists, performers)* *
25. # of Contract Staff *(includes artists, performers, workshop instructors, elders, guest speakers, and others who delivered programs but otherwise not employed by the organization)* *

Back/Next (Online form)

PART 3: Request for Three-Year Funding Status *(please complete online)*

As a result of the assessment process, applicants can secure Three-Year Status. This designation provides a qualified three-year commitment of funding. Organizations that attain Three-Year Status file a year-end report annually and submit new application once every three years. To be considered for three-year status, applicants must indicate so below and must meet the following criteria:

- have been in continuous operation for at least three years at the time of application during which time the organization’s activities have been stable or developing in a planned manner;
- have been funded under the Operating Assistance program in the previous year;
- have a record of effective and consistent financial performance;
- have prepared a three-year strategic, business, or activity plan outlining goals, planned programs and services, and must include a forecast budget for three fiscal years 2023-24, 2024-25, and 2025.

26. Is your organization requesting Three-Year status? * Y N (If “no”, proceed to Part 4.)

27. If you answered “yes”, you are required to submit additional documents per the last bullet above. (More in Part 5.)

We understand. We will sent the required documents to CHDapplication@novascotia.ca by March 1, 2023.

Other – please contact the program officer

Back/Next (Online form)

PART 4: Declaration *(please complete online)*

- I certify that the information provided in 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 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 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.

By providing the information below, I declare agreement with the above statements on behalf of my organization. *

Yes

Other – please contact the program officer.

Name of authorized official: *

Title of authorized official: *

Date: *

Back/Next (Online form)

PART 5: Written Responses & Financial Documents

The remaining sections (see A-D below for details) of the application are to be completed as separate documents and sent via email.

We understand. We will submit answers to Part 5 in separate documents via email to CHDApplication@novascotia.ca on or before March 1, 2023. *

Yes

Other – please contact the program officer

Notification of Funding Decisions

Funding decisions are made following confirmation of CCTH's budget and that all efforts will be made to provide funding results to organizations within 8-12 weeks. *

We understand.

Other – please contact the program officer.

-End of online application-

Back/Submit (Online)

PART 5: Written Responses & Financial Documents

- You may combine your answers for Sections A-C into a single document if you wish.
- Please include your organization's name on all files sent via email.
- Acceptable file formats are PDF (preferred), Word or Excel.
- Do not send cloud-based attachments (WeTransfer, Google Drive, Dropbox, etc.) -- we are unable to access them due to government security protocols. If you send documents this way, your application will be considered incomplete until we have received them via email.
- Word counts are suggested for each question however you may exceed them if you have additional information you feel is critical to your answer.

Section A: Program Reporting and Planning

Section A is worth 50% of total points in the score tool used by the evaluation panel. The suggested word count for each question is 750-1000 words.

1. Provide a list of programs delivered in the past year then describe three successes and three challenges resulting from those programs.
2. Explain how your organization's programs and services delivered this past year supported artists and the arts and culture sector in Nova Scotia.
3. Describe your programs and/or services being planned for the next year and outline how they will support the arts and culture sector in Nova Scotia.

Section B: Audience and Community Engagement

Section B is worth 25% of total points in the score tool used by the evaluation panel. The suggested word count for each question is 500-750 words.

1. Outline a few highlights of your audience development and community engagement efforts from the last year. Examples may include community outreach, marketing (including social media), and partnership building resulting from your programs, services, performances, presentations, etc.
 2. Detail any achievements from the last year related to the advancement of Equity, Diversity and Inclusion initiatives within the structure and governance of the organization.
 3. Describe your plans for audience development and community engagement for the upcoming year(s). Examples may include community outreach, marketing (including social media), and partnership building resulting.
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Section C: Organizational Effectiveness

Sections C (Q1 only) and D combined are worth 25% of total points in the score tool used by the evaluation panel. Note: the suggested word count for the first four questions in Section C is 500-750 words each.

1. Highlight a few successes your organization has had or anticipates in relation to organizational effectiveness. This could include successes related to governance, human resources, strategic or work planning, financial management, marketing and communications, or facilities.
 2. Describe a few challenges your organization has faced or currently faces in relation to organizational effectiveness. This could include challenges related to governance, human resources, strategic or work planning, financial management, marketing and communication, or facilities. (This is meant to give contextual information to CCTH and the evaluators; it will not negatively impact your score.)
 3. Explain any staffing changes to your organization. Are there any anticipated changes in the requested year(s)? How has this impacted your organization? (If no changes, you can leave this answer blank.)
 4. Note any current issues or concerns your organization is facing not addressed in the questions above. (Optional)
 5. Provide a list of current staff members and their positions.
 6. Provide a list of board members and their positions as of March 1, 2023.
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Section D: Financial Management

Sections C (Q1 only) and D combined are worth 25% of total points in the assessment tool used by the evaluation panel.

Demonstrate your organization's financial management including such things as budgeting, expenditure management, and revenue generation in enough detail so that we can determine the financial health of your organization.

Both the completeness of financial statements and the effective organization of financial information reflect your organization's financial management information.

1. Financial information in a comparative table with columns for the following data. (A separate template in Excel will be provided for easy completion.)
Column 1: Actual revenues and expenses for the most recently completed year
Column 2: Budget for current year as approved at the start of the year
Column 3: Forecast for year-end revenues and expenses for your current year (as of February 15, 2023)
Column 4: Budget for coming year
2. Board signed copy of financial statements for the most recently completed year.
3. *Are you requesting three-year status?* You must also submit the following:
 - a. Three-year strategic/business/activity plan outlining goals, planned programs, and services.
 - b. Forecast budget for the fiscal years 2023-24, 2024-25 and 2025-26.