

2023 One-Time Special Operations Grant

Application Form Preview

Below is a preview of the entire online application form. You will not be able to edit your responses once they have been submitted. We strongly recommend writing out your responses out in a separate document before submitting. Submit your final answers using the [online form linked here](#).

The deadline for submission is 11:59 pm on **May 31, 2023**.

You are required to send other documents in addition to completing this form. Please send them to CHDapplication@novascotia.ca.

- Use the "back"/"next" buttons at the bottom to navigate (not browser buttons).
- Only submit the form once.
- When you submit your form, there is an option to download a PDF copy. We strongly suggest that you do so.
- No hard copy is required.

Applicants should receive an email confirming receipt of application within one week of deadline. If you do not get this email, contact the program officer.

This temporary program will only be offered in the 2023-2024 fiscal year. Acceptance in this program in 2023-24 does not guarantee future operating funding.

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

Section 1 – General Information, Program Objectives & Application Assessment

General Information

This one-time grant program is designed to enhance the stability of established arts and cultural organizations that have not had access to operating funding through Communities, Culture, Tourism and Heritage (CCTH). Eligible organizations produce cultural products, own and/or manage cultural facilities, provide services to the cultural sector, and produce or present cultural festivals or events. Support is provided towards annual administrative and core program costs.

Under this program, the department supports arts and cultural organizations, including:

Facilities: organizations that own and operate facilities that primarily serve arts and cultural interests.

Festivals: organizations that present professional or established artists to the public by way of performances, exhibits, demonstrations or lectures.

Service Organizations: organizations that promote the development of a specific arts discipline, education and training, and/or specific forms of cultural expression.

Eligible Organizations must be a registered not-for-profit society or not-for-profit cooperative in good standing with the Provincial Registrar of Joint Stock Companies or federally registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia and meet the following criteria:

- has been operating for at least two years before the date of application;
- has successfully completed two project grants available through CCTH or Arts Nova Scotia;
- does not receive operating assistance from any other provincial government agency or department;
- maintains an active membership or shows a form of community support that includes Nova Scotian residents and persons other than those who serve on the board of directors;
- operates programs year round, except for presenting festivals which may have seasonal programs;
- secures additional sources of revenue, such as corporate contributions, donations, sales, and membership fees, and must pursue other sources of public or private funding.

Ineligible Organizations: Organizations that primarily operate as a college or university or that are exclusively educational or academic; municipalities, universities and colleges, school boards, First Nations schools administered by a First Nation and Indigenous administered schools. Organizations that exist primarily to provide professional arts training, or have established professional arts training as an integral component of your overall activities, do not qualify for support. Museums/historical societies are not eligible but may qualify for another grant--contact the program officer.

Program Objectives and Application Assessment

Applicants must demonstrate how they meet the following program objectives in their application:

Artistic development: supporting creation and expression in the arts

- support people at all levels of artistic involvement
- support artistic expression and the pursuit of excellence and innovation
- promote learning in the arts for people of all ages through education and participation
- develop new and maintain existing audiences

Community development: supporting opportunities for people to participate in and build community life

- develop new and strengthen existing relationships among groups and organizations engaged in cultural activities
- encourage more cultural activities that explore and/or celebrate a community's or a cultural sub-sector's identity
- encourage more participation in and access to cultural activities
- encourage the development of Nova Scotia's cultural diversity
- support activity that contributes to the long-term development of the cultural sector

Cultural sector stability: supporting stable organizations that oversee the development and address the specific concerns and opportunities for various cultural sub-sectors

- foster stewardship of cultural resources through effective governance and planning
- encourage development and stability of key programs and services
- reach all parts of the province or of a designated region

Applications are reviewed by staff in the Culture & Heritage Development Division for completeness and eligibility. Applications that are both complete and eligible are reviewed by an internal assessment panel whose recommendations are forwarded to the Minister of Communities, Culture, Tourism and Heritage for final decisions.

The assessment panel considers four key areas:

- Program Planning and Evaluation
- Audience and Community Engagement
- Organizational Effectiveness
- Financial Management

Section 2 – Eligibility Checklist

1. Is your organization a registered not-for-profit society or not-for-profit cooperative in good standing with the Nova Scotia Provincial Registry of Joint Stock Companies or federally registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia? And has your organization been registered for a minimum of two years?
2. Has your organization been registered for at two years?
3. Has your organization received a minimum of two project grants available through Communities, Culture, Tourism and Heritage or Arts Nova Scotia?
4. Does your organization receive operating assistance from any other Province of Nova Scotia government agency or department?
5. Does your organization secure multiple sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding?
6. Does your organization maintain an active membership or show a form of community support that includes Nova Scotian residents and persons other than those who serve on the board of directors?
7. Does your organization provide operate programs year round, except for presenting festivals which may have seasonal programs?

Section 3 – Organization Information

8. Name of Organization
9. Address (include street number and name)
10. City/Town
11. County
12. Province
13. Postal Code
14. Website

Section 4 – Registration Information

15. Non-profit Registration #
16. Date of Incorporation
17. Is your organization a registered charitable organization?
18. If yes, please provide CRA registration number.
19. Indicate the primary function that your organization serves:
 - Facility (organizations that own and operate facilities that primarily serve arts and cultural interests)

- Festival (organizations that present professional or established artists to the public byway of performances, exhibits, demonstrations or lectures)
- Service organization (sector association/arts council)

Section 5 - Contact Information

20. Name of Contact and Position
21. Contact's email
22. Contact's telephone number(s)
23. Name of Chairperson
24. Chairperson's email
25. Chairperson's telephone number(s)

Section 6 – General Data

26. What is the annual start of your organization's fiscal year?
27. # of current members (if organization has a membership structure)
28. How employees total did your organization have in 2022-2023 or in your last completed fiscal year?
29. How many full-time?
30. How many part-time?
31. How many contract?
32. What were your total revenues for 2022-2023 (or your last completed fiscal year)?
33. What were your total expenditures for 2022-2023 (or your last completed fiscal year)?

Section 7 – Organizational Profile

34. What is your mandate?
35. Who works at your organization? What are their roles and background experience?

Section 8 – Program Planning and Evaluation

The department believes that setting goals and objectives and undertaking evaluation of program results contribute to an organization's success in pursuing its vision and mission

36. Please explain how your organization's programs and services delivered this past year supported the arts and culture sector in Nova Scotia. Provide detail on the support provided to Nova Scotian artists.

Section 9 – Audience and Community Engagement

The department considers the following when evaluating audience and community engagement: quality and quantity of engagement with the public, artistic community, and cultural/community partners: dissemination; audience/program participation numbers, audience/program development, education, and engagement, meaning how the organization provides opportunities for the public to engage and interact with artists and art (like workshops, artistic talks, blogs), outreach; collaboration; professional development; marketing and communications.

37. How do you define your audience and community?
38. What strategies do you use to engage your audience and community?

Section 10 – Operational Effectiveness

The department considers the following when evaluating Organizational Effectiveness: governance; planning; Human Resources; financial management; operational effectiveness.

39. Describe your organization’s governance and management.
40. How does your organization plan for the future?
41. Please provide a list of current staff members and positions
42. Please provide a list of board members and their positions as of May 1, 2023.

Section 11 – Activity Plan

Provide a list of activities for the current fiscal year (both completed and planned). The date, name, type of activity, artistic and community involvement. These can be forwarded by email to CHDApplication@novascotia.ca by May 31, 2023.

Section 12 – Financial Information

Provide a signed copy of your financial statements including a balance sheet and income statement for your most recently completed fiscal year. These can be forwarded by email to CHDApplication@novascotia.ca by May 31, 2023.

Section 13 – Projected Budget

Provide a projected budget for your current fiscal year. This can be forwarded by email to CHDApplication@novascotia.ca by May 31, 2023.

43. What is your requested amount?

Section 14 – Required Documents

44. The following documents should be emailed to CHDApplication@novascotia.ca Check off each of the documents you will send.
 - Activity Plan
 - Financial Information: signed financial statements including a balance sheet and income statement for most recently completed fiscal year
 - Projected Budget for the current fiscal year

Section 15 – Declaration and Signature

- I certify that the information provided in all information submitted as part of 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, Tourism and Heritage and that a new budget may need to be submitted.
- I understand that this temporary program will only be offered in the 2023-2024 fiscal year and that acceptance in this program in 2023-24 does not guarantee future operating funding.

- 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 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.

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

46. Name of authorized official

47. Title of authorized official

48. Date