

# Stream II: Core Multiyear Funding Application

## Operating Assistance to Cultural Organizations



All parts of this application are required unless marked as “optional”. Note, this form is only one of several required documents. Refer to the “Application Checklist” in Part E for a list of all required documents.

### Part A Applicant Information\*

Name of Organization				
Street Number	Street Address			Suite
PO Box	City/Town	County	Province	Postal Code
Email			Website	

### Registration Information\*

Provide your Nova Scotia Registry of Joint Stocks Registration Number or your corporation number under the Canada Not-for-profit Corporations Act: \_\_\_\_\_

### Chairperson\*

### Application Contact\*

Chairperson	Contact Name
Telephone	Telephone
Email	Email

### Eligibility\*

Did your organization receive funding from either the Operating Assistance to Cultural Organizations or the One Time Special Operations Grant in 2023–2024?  Yes  No

If No, you must contact the Program Officer prior to submitting this application to confirm your organization’s eligibility, per the requirements stated in the Program Guidelines.

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### General Data\*

Number of current members (if applicable): \_\_\_\_\_

Number of volunteers (if applicable, excluding members captured above): \_\_\_\_\_

Number of people served in previous year (attendance, participants, etc): \_\_\_\_\_

Number of events in previous year (performance, exhibitions, workshops, etc): \_\_\_\_\_

Number of administrative staff (salaried employees): FTEs \_\_\_\_\_

P/T Number \_\_\_\_\_

Number of contract staff (include artists and performers, instructors, guest speakers and all those delivering programs and services on behalf of the organization but not employed by the organization): \_\_\_\_\_

### Annual Expenses\*

Provide your organization's annual actual expenses for the previous three (3) years, beginning with the most recently completed fiscal year (values should exclude expenses related to repayment of debt).

Year 1 Expenses \_\_\_\_\_

Year 2 Expenses \_\_\_\_\_

Year 3 Expenses \_\_\_\_\_

Provide the median annual actual expenses for your organization (determined by arranging the previous three (3) years of organizational expenses from lowest to highest; the median is the middle value; see Program Guidelines for more details): \_\_\_\_\_

### Organizational Categorization\*

Select the most appropriate Applicant Category (Refer to Program Guidelines for more details):

Facilities    Festivals    Service

Briefly summarize (1–2 sentences) the general work of your organization in supporting and delivering arts and cultural activities as it pertains to your chosen Applicant Category.

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## Part B Equity, Diversity, Inclusion, and Accessibility\*

The information gathered in this section will be used to help gather statistics about how we are reaching equity-deserving communities and to help communicate with individuals and organizations from equity-deserving communities. **It will not be used for assessment purposes.**

Identify who your organization serves. If you serve everyone, select "General Population".

General Population

African Nova Scotian

Racialized Groups/Communities

Persons of African Descent

Immigrants/Newcomers/Refugees

Mi'kmaq/Indigenous

People Living With Disabilities

Acadian/Francophone

Children in Care/Transitioning out of care

Gaelic/Gaels

Underhoused/homeless

Youth (Under 19 years)

Low Income

Seniors (65+ years)

Men/Boys

2SLGBTQIA+

Women/Girls

Gender Diverse

If not identified above, specify: \_\_\_\_\_

As a part of CCTH's (Communities, Culture, Tourism and Heritage) 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

Has your organization developed and implemented a plan to support Equity, Diversity, Inclusion and Accessibility?

Yes  No

If 'Yes', elaborate. Describe the Nature of the EDIA Plan, Adoption and Implementation. (100 words or less)

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If 'No', describe any barriers your organization is experiencing to developing or implementing a plan. (100 words or less)

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### Part C Written Assessment Responses\*

Applicants are expected to review the **Operating Assistance to Cultural Organizations (OACO) Program Guidelines** prior to submitting. Appendix A of the guidelines describes how applicants are assessed. Applicants should address these considerations when developing their responses.

Provide the following three (3) lists as separate documents/appendices to your answers to Questions 1–12:

- List of current staff and Board members (with their positions/titles)
- List of current activities/activities undertaken in your most recent operating year
- List of programs and services planned by the organization for the period covered by this application

If you have programming materials that provide this information, you may include them in lieu of/in support of the above lists.

Provide all written responses to Questions 1–12 in a separate document submitted as a single PDF.

### Organizational Profile\* (250 words or less)

1. Provide an overview of your organization that addresses/provides the following:
  - Vision, Mission and Mandate of the organization
  - Brief history of operations
  - Governance model and administrative structure
  - Audience/community that your organization serves

### **Program Reporting\*** (250 words or less per question)

Respond to the below questions in relation to the results of the organization's work over the previous programming cycle. Refer to the appropriate Applicant Category in Appendix A of the OACO Program Guidelines in developing your responses.

2. Explain how your organization's programs and services delivered this past year supported artists, cultural workers, and the broader arts and culture sector in Nova Scotia.
3. Describe the organization's approach to program measurement and assessment.
4. Provide a high-level report on 1–2 programs/services delivered, and briefly describe any successes and challenges.
5. Provide a description of your organization's efforts over the last year in developing and maintaining community relationships, including efforts toward audience development and cultivation of new and diverse audiences.

### **Program Planning\*** (250 words or less per question)

The questions below relate to your organization's work in the coming years. Refer to the appropriate Applicant Category in Appendix A of the OACO Program Guidelines in developing your responses.

6. Describe how your organization develops its programs and services and how they support artists, cultural workers, and the broader arts and culture sector in Nova Scotia
7. Provide a high-level overview of the programs and services planned by your organization for the 2<sup>nd</sup> and 3<sup>rd</sup> years of the requested three-year funding period.
8. Provide a brief rationale for any changes to the proposed programs from the previous programming year.
9. Provide description of how your organization plans to engage audiences, membership, and the community at large, focusing on any new and adaptive approaches to those outlined in Question 4.
10. Outline any other planned initiatives your organization will undertake during the application period not addressed previously (optional).

### **EDIA Performance\*** (300 words or less)

11. Describe any organizational initiative planned or underway that promotes the objective of an equitable, diverse, inclusive, and accessible arts and cultural sector. Responses should include consideration of governance and administration, general operations (including facility and infrastructural considerations), programming and audience engagement.

## **Organizational Standing and Effectiveness\*** (300 words or less)

12. Describe the current state of your organization from a governance and administration perspective. Note any challenges and any opportunities of the current climate, and the ways in which your organization is engaging with them.

## **Part D Financial Capacity\***

### **Detailed Budget Worksheet\***

Applicants must also complete and submit a detailed budget for the application year. This should be submitted as a separate document to the application.

**Column 1:** Actual revenues and expenses for the most recently completed fiscal year

**Column 2:** Budget for current year as approved at the start of the fiscal year

**Column 3:** Forecast for year-end revenues and expenses for your current fiscal year  
(as of March 31, 2024)

**Column 4:** Budget for coming year

A budget worksheet is available but alternative formats (including CADAC templates) will also be accepted as long as they provide the information above.

### **Budget Notes** (optional)

If necessary, you may provide any relevant details on your organization's current financial status via a separate addendum to the worksheet or provided directly on the worksheet. Provide notation for any budget lines that require additional explanation, referencing the specific line.

If the organizational budget shows it is in a deficit position, describe the steps being taken to address this.

### **Financial Statements\***

Submit separately a copy of board-approved (signed) Financial Statements for your most recently completed fiscal year.

Consult the Program Guidelines for specific requirements related to financial statements.

## Supplementary Information (optional)

You have the option to include supplementary information along with your application submission. These should be specifically included to support the application and increase the reviewers' understanding of your organization. Some examples include your current Strategic Plan; testimonials and/or letters of support from key partners/community stakeholders; a policy you would like to highlight; etc.

These should be sent at the same time as the application via the email address provided below.

Indicate whether additional materials will be sent in support of your application:

Yes  No

## Part E Required Documents\*

**Application Checklist\*** (The following documents must be sent to [CHDapplication@novascotia.ca](mailto:CHDapplication@novascotia.ca) for your application to be considered for assessment.)

- Completed and Signed Application Form
- Written Assessment Responses (including three required lists)
- Completed Budget Worksheet
- Board Approved, Reviewed Financial Information (from most recently completed fiscal year)
- Supplementary Information (if applicable)

## Declarations\*

- 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 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.

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- 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.
- I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotia, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and email to a distribution list to receive updates on programs, services, news and events.

As the authorized representative of the applicant organization, I confirm that:

- I have carefully read the application guidelines and eligibility criteria for this program and confirm that the organization I represent meets the eligibility criteria.
- I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.

By checking the confirmation box and typing my name below, I am electronically signing this application on behalf of my organization.\*

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

### Program Contact

All application materials must be submitted to: [CHDapplication@novascotia.ca](mailto:CHDapplication@novascotia.ca)

If you are unable to submit via email, contact the Program Officer before the deadline date.

Further information: <https://cch.novascotia.ca/>

### Questions and Application Support

Jessica Peddle, Community Cultural Development Officer

Operating Assistance to Cultural Organizations Program

Telephone: 902-476-9308

Email: [Jessica.Peddle@novascotia.ca](mailto:Jessica.Peddle@novascotia.ca)