



Operating Assistance to Cultural Organizations Application Form

Application Deadline: February 15, 2016

Organization _____

Non-Profit Registration # _____ Date of Incorporation _____

Primary Contact Person _____

Chairperson _____

Executive Director _____
(if applicable)

Artistic Director _____
(if applicable)

Mailing Address _____

_____ Postal Code _____

Contact Phone: _____
(work) (home)

Contact E-mail: _____

Contact Fax: _____ Web Address: _____

Chair Phone: _____
(work) (home)

Please indicate the primary function your organization serves. This category will determine which assessment panel reviews your application

Category Primary Function
(check one only)

Facility

Festival

Community Arts Council

Service Organization

Youth Organization

Is your organization a registered charitable organization: Yes No

If yes, please provide your CRA registration number _____

Is your organization requesting Three Year Status Yes No

Total Expenses¹ \$ _____ Amount Requested¹ \$ _____
(amounts shown in your coming year budget)

What is the annual start date of your organization's fiscal year _____

Complete the table below and the checklist on Page 3. On separate paper, answer the questions listed on Pages 4 and 5 and prepare the financial table described on Pages 5 and 6 and attach to the form.

General Data (for information purposes only; this data is not used in scoring applications)			
# of current members (if organization has a membership structure)			
# of volunteers (if applicable – not including members)			
# of people served in previous year (eg. attendance/number of participants/persons served through programs)			
# of events in previous year (eg. performance, workshops, exhibitions, events)			
Period covered for above _____ to _____ Month/Year Month/Year			
Personnel Data			
	# of salaried employees		# of contract staff
	Full-Time	Part-Time	
Administrative/Management			
Creative/Artistic/Program ²			
Taxes			
Income taxes remitted to Receiver General of Canada for salaried employees			\$
Net HST (after any recovery, or net of HST paid vs. HST collected)			\$

¹ These are the amounts shown in your coming year budget

² Include artists, performers, workshop instructors, guest speakers and others who delivered programs, but otherwise not employed by the organization.

Application Checklist

	Yes	No	On File
Answers to questions 1 to 5 on separate paper (see Pages 4 to 6)			
Copies of Memorandum of Association, Certificate of Incorporation and By-laws, if not on file at the department			
A list of current board members as of February 1 (in the year of application) indicating those holding executive positions)			
A list of staff persons as of February 1 (in year of application) indicate which are core staff and which are project staff			
A copy of your Governance Manual (optional, but recommended)			
A copy of financial statements for the most recently completed fiscal year, including a balance sheet (assets, liabilities, equity/debt) and income statement. Financial statements must be signed by an authorized representative of the organization.			
A financial table as described on pages 5 and 6 of the application (if requesting Three Year Status include a 3 year budget with targets for each of Years 1, 2 and 3) or a printout of your CADAC financial information			
A copy of your current business, action or strategic plan (optional if requested 1 year funding / mandatory if requesting Three Year Status			

The deadline for applications is February 15.
Applications must be postmarked on or prior to the deadline date to be eligible. If the deadline date should fall on a weekend or holiday, applications that are postmarked for the following business day will be accepted.

Send application to:
Department of Communities, Culture and Heritage
PO Box 456, Halifax, Nova Scotia, B3J 2R5.

For further information, contact Susan Jeffries, Development Officer
Phone: (902) 424-2873 Fax: (902) 424-0710
Email: Susan.Jeffries@novascotia.ca Web: www.novascotia.ca/cch

Applicant's Signature

Date

Answer the following questions and attach to your application.

Number each answer to correspond to the question number.

Number the pages on which you provide the answers to these questions.

Use 8.5 x 11 inch white paper, black type no smaller than 10 point, and printed on one side only.

Do not submit application materials bound in binders, folders or plastic sleeves.

Please note: assessment panel members face a substantial volume of reading. Please be concise and to the point in your answers.

NEW! ALL APPLICANTS:

Submit in writing and send as an electronic file to Susan.Jeffries@novascotia.ca

Organizational Profile

Describe your organization in 1,000 words or less, providing the following information outlined below:

- (a) vision and mission or mandate (or the objects stated in your Memorandum of Association)
- (b) scope of activities (artistic disciplines or types of cultural activity your organization serves)
- (c) geographic area normally served
- (d) a brief history of your organization (include milestones and significant accomplishments)
- (e) the role your organization plays in contributing to or supporting Nova Scotia's cultural community

Note: Your Organizational Profile will be kept on file to be carried forward to the following year. Organizations will have an opportunity each year to make changes as needed.

ALL APPLICANTS

1. **Program planning and evaluation**

- (a) Provide a simple list of all your programs and services offered or all events presented last year. e.g. artists, performances, productions, presentations, and/or exhibits you presented including dates and locations, workshop/seminar topics with names of workshop resource people and number of participants
- (b) Describe your programs and services by providing the following information and organizing your response by program or category of programs such as "Instructional programs" or "Communications":
 - a brief description of the program or service
 - the program's goals or objectives last year, how you assessed success (evaluation), what results you achieve and what you learned.
 - whether the program has continued this year (year in progress) and, if so, if it has changed because of last year's results; what you hope it will achieve, if different from last year
 - whether you will continue the program in the coming year; if so, if it will change; what you hope it will achieve, if different from the current year.For any new program or service, provide a brief description of what is planned and what you hope it will achieve (goal or objective).

Note: Organizations requesting Three Year Status must submit a three year plan. A strategic plan is preferred, outlining areas of focus (strategic directions), goals or objectives, targets or measures for each goal, and how progress will be monitored and evaluated year to year, and a detailed action or activity plan for the coming year (first year). Alternatively, a three year activity plan is acceptable.

2. **Community support and relationships**

Describe the relationships your organization has with, and the support it receives from other organizations, sponsors, volunteers and donors. Have these changed from the previous year?

3. **Board governance**

Describe the role your board plays in your organization. How frequently does the board have regular meetings? Please attach any additions or revisions to your governance manual made in the past year. If you have never submitted a governance manual and now have one, please include a copy.

4. **Current issues or concerns**

What issues or challenges is your organization currently facing which you have not addressed in answering any of the other questions? What actions are you taking to respond to these issues or challenges?

5. **Financial Information requirements**

Applicants must submit:

a) Financial statements signed by an officer of the board (balance sheet or statement of financial position, and income statement) for the most recently completed fiscal period. Externally prepared statements must include all "Notes to the Statements".

b) Financial information in a comparative table with columns for the following information:

- Actual revenues and expenses for the most recently completed year
- Budget for current year as approved at the start of the year
- Forecast for year-end revenues and expenses for your current year (at February 1)
- Budget for coming year

Please use the column format shown below.

NEW! Optional: Organizations have the option of using our new budget templates (comparative tables) which can be found here:

<http://cch.novascotia.ca/investing-in-our-future/operating-assistance-cultural-organizations>.

Simply complete, print and include it with your application submission.

NOTE: Organizations which make application to the Canada Council for Operating Assistance may submit a printout of financial information they submit to CADAC instead of the table format outlined below.

Fiscal Year				
Item (use categories of revenues and expenses)	2014-15 Actuals	2015-16 Budget	2015-16 Forecast	2016-17 Budget

NOTE: For organizations whose fiscal year ends between September 30 and December 31 include: Actuals for 2 years ago, Budget and Actuals for the most recently completed year, and Budget for the current year as shown below:

Fiscal Year				
Item (use categories of revenues and expenses)	2014 Actuals	2015 Budget	2015 Forecast	2016 Budget

Report revenues and expenses by categories such as "Earned income", "Donations", "Salaries" or "Promotion".

For government funding indicate the amount requested under this program and name the sources for all other public funding.

The format used within your organization for presentation to the Board of Directors likely will meet the program's requirements provided revenues and expenses are categorized in some way.

Indicate which expenses are in-kind (must balance value of in-kind contributions shown under Revenues)

You must include notes to the financial table to explain:

- any significant change in a particular category of revenue or expense
- any category subtotals which are particularly large relative to other categories
- a deficit or significant surplus for the coming year's budget
- any particular items to which you want to draw attention

NOTE: Organizations with accumulated debts exceeding 5% of the coming year's budget must include a debt reduction plan to explain what steps are being taken to eliminate the debt.

Three Year Status requirement: If your organization is requesting three year status you must provide budget projections for the coming three years.