

Application Deadline: February 15, 2016

Introduction

This program is designed to enhance stability within organizations that develop and sustain Nova Scotia's arts and culture community. Support is provided to organizations which produce cultural products, own and/or manage cultural facilities, provide services to the cultural sector and produce or present cultural festivals or events. Such organizations are fundamental to the vitality and long-term health of the arts and cultural life in Nova Scotia.

Program Goals

This program supports four goals:

Artistic development

To support creation and expression in the arts by:

- supporting people at all levels of artistic involvement
- supporting artistic expression and the pursuit of excellence and innovation
- promoting learning in the arts for people of all ages through education and participation
- developing new and maintaining existing audiences

Community development

To support opportunities for people to participate in and build community life by:

- developing new and strengthening existing relationships among groups and organizations engaged in cultural activities
- encouraging more cultural activities that explore and/or celebrate a community's or a cultural sub-sector's identity
- encouraging more participation in and access to cultural activities
- encouraging the development of Nova Scotia's cultural diversity
- supporting activity which contributes to the long-term development of the cultural sector.

Cultural sector stability

To support stable organizations that oversee the development and address the specific concerns and opportunities for various cultural sub-sectors by:

- fostering stewardship of cultural resources through effective governance and planning
- encouraging development and stability of key programs and services

- reaching all parts of the province or of a designated region

Industry Growth

To provide a stable environment for cultural economic growth by:

- enhancing out-of-province sales of Nova Scotia's cultural products
- enhancing market readiness of cultural producers
- improving technical and export capabilities of a product, skill or facility
- expanding market opportunities, earned revenues and earned revenue potential

Organizations Assisted

Under this program, the department supports arts and culture organizations¹, 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 (includes community arts councils).
- *Youth Organizations* – organizations which have a provincial mandate that produce annual arts events or offer ongoing arts programs for youth which attract participation from across Nova Scotia.

Activities Assisted

Support is provided towards annual administrative and core program costs.

Note: Organizations which receive annual funding under *Operating Assistance to Cultural Organizations* may submit applications to the Culture & Heritage Development Division's project funding programs including the *Cultural and Youth Activities Program* or *Arts Nova Scotia's Grants to Organizations & Small Groups* **only if** the projects proposed are special one-time activities or pilot projects. Activities which enhance or add to on-going or core programs or events are not eligible for project funding.

¹ Professional arts and culture organizations support, present, or produce work by professional or established artists, and/or employ qualified paid staff to administer on-going arts and culture programs and services.

Eligibility

An applicant under this program 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 2 years prior to the date of application and has successfully completed 2 project grants available through Communities, Culture and Heritage 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 Scotia 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.

Level of Funding

- Under this program the department normally will contribute no less than 5% and no more than 60% of revenues required to cover annual administrative and core program costs.
- Combined municipal, provincial and federal funding normally will not exceed 90% of total revenues for annual administrative and core program costs.
- When a previously funded organization is performing poorly in a key area, as reflected in its application, its funding level may be decreased, but normally by no more than 15% from the previous year.
- Organizations which do not apply to the program in the following year will be required to submit a final report.

Application Procedure

First time applicants must contact Culture & Heritage Development Division staff prior to submitting an application.

Applicants may submit one application annually on which they indicate one of the following categories: Facility, Festival, Community Arts Council, Service Organization or Youth Organization.

Applicants must submit a completed application form, signed and dated by

the organization's chair, with required supporting documents
Applications can be delivered by hand, by courier, or sent by regular mail, but in all cases must be either received in the Culture & Heritage Development office by 4:30 p.m. on the deadline date or be postmarked no later than the deadline date.

Applicants should not submit application materials bound in folders, binders or plastic sleeves, because materials must be duplicated to circulate to assessment panel members.

Support Materials

Applicants are permitted to include a small amount of the following types of materials:

- those materials you use to promote and make known your organization's programs and services, such as printed programs, catalogues, flyers, posters, newsletters, and press releases
- those materials which show community support, such as letters of support or endorsement and feedback from participants or consumers

It is not useful to submit large amounts of support material. Select no more than 6 items which will enhance the assessment panel's understanding of your organization.

NOTE: submitting recorded material (cd's, video, etc.) is not useful; time constraints preclude reviewing such submissions.

Support materials will not be returned.

Application Assessment

Applications are reviewed by staff in the Culture & Heritage Development Division for completeness and eligibility. They are then reviewed by an assessment panel whose recommendations are forwarded to the Minister of Communities, Culture and Heritage for final decisions.

The assessment panel considers four key areas of organizational effectiveness:

- *Program planning and evaluation:* the department believes that setting goals or objectives and undertaking formal quantitative and qualitative evaluation of program results contribute to an organization's success in pursuing its vision and mission. Thus, your organization's program goals and evaluation should be discussed in your response to Question 1

- *Community relationships:* the department believes that organizations benefit from having strong and effective relationships with others in the community, such as with other organizations, sponsors, volunteers and donors. Outline and discuss the types of relationships your organization has in your response to Question 2.
- *Board governance:* boards of directors play a central role in the operation of non-profit societies or cooperatives. Describe the role played by your board in your response to Question 3
- *Financial management:* the department relies upon the completeness of financial statements and the effective organization of financial information to determine the financial health of an organization. It is important that the table required under "Financial Information Requirements", Question 5, be presented as described to allow for a comparison of revenues and expenses over a 3 year period. Notes to financial information are required to explain significant changes in numbers from one year to the next.

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 in Question 5.

A copy of the form used by the panel in assessing your application is available upon request from the Culture & Heritage Development Division office.

Three Year Status

As a result of the assessment process, applicants can secure *Three Year Status*. This designation provides a qualified three year commitment. Organizations that attain *Three Year Status* will submit complete new applications once every three years. In years two and three organizations will be required to submit progress reports, revised budgets, and board approved financial statements. Funding in years two and three is contingent upon the approval of the department's budget in the provincial legislature without a significant reduction from the previous year and the organization carrying out its proposed plan.

To be considered for three year status applicants must indicate so on the application 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; and
- have prepared a three year plan outlining goals, planned programs and services, and budget targets.

Organizations which secure Three Year Status will jeopardize their status if, at any time during the three year period, they are unable to carry out a substantial portion of their proposed plans, have a significant change in board and/or staff personnel, or experience severe financial difficulty.

Levels of Funding under Three Year Status

Organizations requesting Three Year Status may request increasing amounts of funding year to year which must be reflected in the three year budget provided. In approving funding for Year One, the department cannot commit to increasing the level of funding in years two and/or three but all organizations with Three Year Status will be considered for increases if funds are available.

Disclosure and Relevance of Surplus and Designated Funds

The Culture & Heritage Development Division recognizes that organizations acquire funds for long-term designated use. Such funds can result from donations and contributions for assigned purposes. This could include gifts of money on condition they are invested in perpetuity (or for a designated period of time) and that funds or interest income earned be used for a prescribed purpose such as a scholarship.

As well, an undesignated gift of money may be designated for long-term investment from which interest earned, or interest and a portion of the principle, be used to fund specific programs.

Details regarding designated funds must be disclosed in the organization's submission to this program. The department respects the organization's declaration that such funds are protected for long-term use and does not deem them as funds available for the organization's general operations. Thus, organizations with designated funds are eligible to receive assistance towards annual operating expenses.

Undesignated funds may be accumulated for contingency or cash flow purposes. If this amount exceeds 25% of an organization's annual budget, the excess should be designated or reinvested into operations.

Notification of Results

Funding decisions are made after the annual provincial budget has been passed in the Provincial Legislature. Applicants are informed of grant decisions within 120 days of application deadline.

Conditions of Funding

Applicants which are approved for funding will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- The department must be notified if there is a significant change in plans for the year.
- The Province's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which is available at: <http://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>
- Funding recipients are subject to provincial audit.

Please Note: If your organization has received a grant through any of the Culture & Heritage Development Division's or Arts Nova Scotia's project funding programs for which the **Final Report** is overdue, no funds can be released for any subsequent grant approved through the Culture & Heritage Development Division or Arts Nova Scotia programs, including your Operating Assistance grant, until the overdue report has been received.

Program Evaluation

The *Operating Assistance to Cultural Organizations* program aims to partner with the community by providing investment for a cultural infrastructure that is appropriate, efficient, dynamic, sustainable and adequate.

Information contained in the application will be used to evaluate the success of the program.

Expected outcomes include:

- improved stewardship within the culture sector
- improved organizational effectiveness through board governance and planning
- increased access to cultural resources and increased participation in cultural activity
- fair distribution of funds regionally and by sub-sector

Deadline for applications is February 15th.

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 received or postmarked for the following business day will be accepted.

Send completed application form to:

Operating Assistance to Cultural Organizations Program
Department of Communities, Culture & Heritage

In person/courier:
3rd Floor, 1741 Brunswick Street
Halifax, NS B3J 3X8

By regular mail:
Culture & Heritage Development
Division
PO Box 456
Halifax, NS B3J 2R5

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

Title: Operating Assistance to Cultural Organizations
Date: 8 January 2016
Contact: Communities, Culture and Heritage
1741 Brunswick Street, 3rd Floor
P.O. Box 456
Halifax, Nova Scotia B3J 2R5
Tel: 902 424-5000