

Notice to applicants using Mac OS systems: please ensure that you complete the form using the free Adobe Acrobat Reader (get.adobe.com/reader/). Right click or option-click and select Adobe Reader to open the file. If you complete the form in Preview mode the information on the form will not save or print correctly.

Application Deadline: May 15, 2018

Applicant Information

Name of Lead Applicant (Organization) _____

Non-Profit Registration Number _____

Contact Person/Signatory _____ Position _____

Name of Chair (if applicable) _____

Mailing Address _____
Street Number Street Address Suite

PO Box City/Town County Province Postal Code

Phone _____ Email _____

Fax _____ Web _____

Project Partners

(if needed)

If the project involves partnership, please identify their names:

1. _____

2. _____

3. _____

4. _____

Project Description

Project Title _____

Please provide a one-line description of the project:

Project Goals

Select all that apply

- Develop and expand retail operations of heritage organizations to encourage the sale of arts and crafts 'made in Nova Scotia' and to increase earned income;
- Develop new revenue sources to increase financial sustainability;
- Improve leadership and programming skills;
- Develop new audiences to expand the heritage sector's service base in targeted areas such as: development of new exhibits (based on a formal interpretative plan, improve on-line resources, etc.; and/or
- Increase heritage/community cooperation.

Project Budget Breakdown

Total Project Costs \$ _____

Total Cash Contribution (*must be 10% of the total project cost*) \$ _____

Total In-Kind Contribution \$ _____

SDI Request \$ _____

Start Date _____ End Date _____

Project Details

Location of Activity Municipality _____ County _____

To better understand your proposed project, please answer the following eight questions.

If you submit additional documents with information:

- Number each answer to correspond to the question number;
- Use 8½ x 11 white paper, no smaller than a 10-point font, printed on one side only;
- Please number all pages and identify them with the name of the organization.; and
- All materials must be **unbound**; do not staple or bind the material.

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

1. **Provide a brief description of your organization including when established, mandate or purpose of the organization, and nature of regular activities. (300 words max.)**

2. Describe the project briefly but comprehensively. Name project personnel and collaborating organizations *(if applicable)*. Attach resumes of principal participants, letters of commitment, or information from other partners as appendices. *(800 words max.)*

3. How does this activity help fulfill your organization's mandate? *(200 words max.)*

4. Describe how the project will further the objectives of *Nova Scotia's Culture Action Plan: Excellence in Cultural Stewardship and/or Drive Awareness and Economic Growth of the Cultural Sector.* *(200 words max.)*

5. Clearly define how your proposed project will achieve one or more of the goals found on Page 1 of the program guidelines. *(300 words max.)*

6. Describe outcomes including anticipated dates and milestones. *(300 words max.)*

7. Describe how the success of the project will be measured (evaluation framework) and include applicable evaluation documents. *(300 words max.)*

8. What relationships will your organization develop or strengthen within your community, or within the heritage sector, by carrying out this activity? (Name specific organizations if relevant.) *(300 words max.)*

Financial Table

All applicants are required to complete the financial table below and provide quotes for expenses.

Project Applicant _____

Revenues				
Source	Cash	In-kind	Subtotals	%
Totals				100%

Expenses		
Item	Cost	%
Totals		100%

Signatures

Application form must be signed.

Signature _____ Position _____ Date _____

Chair, Board of Directors _____ Date _____

Applications must be postmarked on or prior to the deadline date of **May 15, 2018** 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 Completed Application Form to

Strategic Development Initiative
Department of Communities, Culture and Heritage

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

By regular mail PO Box 456
Halifax, NS B3J 2R5

For further information

Contact: Kevin Barrett, Coordinator
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E-mail: kevin.barrett@novascotia.ca
Web: cch.novascotia.ca