

Three Year Status Reporting Guidelines Operating Assistance to Cultural Organizations 2020

Application Deadline: March 1, 2020

Organizations that have been given Three-Year Status must report on their programs and financial activity before funding is confirmed for years two and three.

If a Final Report is overdue, no funds can be released for any subsequent grants approved through either Arts Nova Scotia or the Culture & Heritage Development Division's programs until the overdue report has been received.

Part A Report Outline

1. A report on the activities in your most recently completed fiscal year, including how you assessed activities against goals, results of that assessment, and lessons learned.
2. A report on the activities you have undertaken or have yet to complete for your current fiscal year and in what way you have assessed, or will assess, your activities against your three-year plan.
3. An action plan for the coming year (2020-21) based on your progress. (include a copy of the three-year plan you submitted with your application in the year you were approved for three-year status).
4. If not already submitted, your financial statements from your most recent fiscal period.
5. A financial table showing your current year budget, your year-end forecast, and your budget for the coming year (2020-21).
6. A list of your board of directors as of March 1, 2020, showing those holding board officer positions and a list of staff names showing title or function.
7. Completed Annual Data Report Table, shown on the next page.

Part B Annual Data Report

Complete and submit the Annual Data Report with your year-end report.

General Data (for information purposes only; this data is not used in scoring applications)	
1. # of current members (if organization has a membership structure)	
2. # of volunteers (if applicable- not including members)	
3. # of people served in previous year (e.g. attendance/number of participants served through programs)	
4. # of events in previous year (e.g. performances, workshops, exhibitions, events)	
5. Period covered for #'s given for 4 and 5 above <i>month/year to month/year</i>	_____ to _____

Personnel Data	# of salaried employees		# of contract staff
	Full-Time	Part-Time	
Administrative/Management			
Creative/Artistic/Program*			

* Include workshop instructors, guest speakers, and others who delivered programs but are not otherwise hired by the organization.

Taxes	
1. Income tax remitted to Receiver General of Canada for salaried employees	\$
2. Net HST (after any recovery, or net of HST paid vs HST collected)	\$

Application Submission

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

Mail or Email your report to:

Susan Jeffries, Industry Development
Email: Susan.jeffries@novascotia.ca
Phone: 902-424-2873

Department of Communities, Culture and Heritage
1741 Brunswick St., 3rd Floor
P. O. Box 456, STN Central Halifax, Nova Scotia
B3J 2R5

Applicants Signature: _____ **Date:** _____