

Cultural Opportunities for Youth

Application Deadlines: May 15, August 15, November 15 and February 15

Introduction

The intent of the Cultural Opportunities for Youth Program (COY) is to foster an appreciation for the value of arts; to expose youth to artistic and cultural activity and to professional artists; to promote a life-long interest in and pursuit of artistic excellence; and to create a link between exposure to the arts and audience development.

This program aims to help build communities through projects that celebrate and develop community-based artistic and cultural activities that involve Nova Scotian youth. Communities can include geographic locales and communities of interest such as those involved in visual arts, music or theatre.

Participation in the arts and cultural activities not only entertains, but teaches us more about who we are and develops awareness of cultural diversity. Cultural activity provides those involved the opportunity to develop, share and transfer skills and ideas. It is through this sharing that relationships within and among communities are strengthened and developed, making our communities more vibrant and sustainable and of greater significance to youth.

Program Goals

The COY Program supports the following goals:

Artistic development

Government has a long history as patron of the arts. It recognizes, supports, and celebrates the creative work of artists and the diversity of artistic expression within the cultural community, which includes fine crafts, literary, visual, media, and performing arts. Artistic creation and expression are fundamental because they reflect who we are. The work of artists lies at the foundation of the culture sector. The goals in the area of artistic development are to:

- support people at all levels of artistic involvement
- support artistic expression and the pursuit of excellence and innovation
- promote learning in the arts for people of all ages through education and participation
- develop new audiences for the arts and maintain existing audiences.

Community cultural development

The department recognizes that involvement in cultural activities contributes to the social, economic, educational and spiritual life of a community. The department aims to support opportunities for people to participate in and build community cultural life. The goals in the area of community cultural development are to:

- develop new and strengthen existing relationships among groups and organizations engaged in cultural activities
- encourage more cultural activities that explore and/or celebrate a community's or a cultural sub-sector's identity

- encourage more participation in and access to cultural activities
- encourage the development of Nova Scotia's cultural diversity
- support activity that contributes to the long-term development of the cultural sector.

Activities Assisted

Through COY, government invests in projects that encourage youth participation in artistic and cultural activities. Although guidelines are offered, they are not intended to limit the types of activity which can be supported. Applicants should consider the Culture Division's goals and consider how well their projects will achieve these goals. Generally, support is offered for projects that:

- *Foster artistic skills development for youth*
Cultural Workshops, opportunities for information exchange, inter-generational and/or inter-cultural learning, mentorship with professional cultural workers, hands-on learning and skills development in artistic related endeavours.
- *Foster audience development*
Activities that promote and display artistic and cultural activities.
- *Contribute to knowledge and experience in the community, encourage vibrant, healthy communities, and make communities better places to live*
Community cultural events with a strong arts and/or cultural focus that bring people together around issues of cultural identity and planning. Priority will be given to activities that foster the relationship of youth to their communities and build relationships within and among communities, including partnerships between arts and non-arts based organizations.

Eligibility

Organizations, agencies or groups undertaking artistic or cultural activities for youth between the ages of 14 and 25 are eligible.

Fund-raising events, capital building/development and major equipment purchases are *not* eligible for support.

Level of Funding

The department's contribution will not exceed 75% of eligible costs and will not normally exceed a maximum of \$5,000. The combination of contributions for the project from all government sources can not exceed 75% of project costs.

The value of in-kind contributions can be included in the revenues and expenses if they are for goods and/or services which are essential to the project.

An applicant can receive funding for the same activity for no more than two consecutive years.

Application Procedure

Applications initiated by youth for youth-led projects are encouraged.

Applicants to the program are strongly encouraged to contact Culture Division staff to

discuss their proposed activity and the requirements for application before submitting an application.

It is recommended that applications be submitted to a deadline at least 8 weeks prior to the start date of the proposed activity.

It is recommended that those preparing the application involve other members of their organization in the process of developing and writing their proposal.

Completed application forms must be signed, preferably by the chair of the organization where applicable, and dated.

Applications can be delivered by hand, couriered or sent by regular mail but in all cases must be either received in the Culture Division office by 4:30 pm on the deadline date or be post-dated no later than the deadline date. 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.

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

Application Deadlines and Activity Start/End Dates

Deadlines for applications are May 15, August 15, November 15 and February 15.

Activities can start no earlier than the deadline date, with the exception of the February 15 deadline for which activity can start no earlier than April 1.

Normally activities should end by March 31st following the application deadline. Applications to the February 15 deadline should end on or before March 31st the following year.

Application Assessment

Activities will be assessed on their ability to support the Culture Division's Program Goals for Artistic Development and Community Development as stated on Page 1 and the following factors:

- demonstration of the applicant's ability to successfully complete the project (based on the knowledge and experience of the persons involved)
- the training and qualifications of the instructors/adjudicators

All applications will be reviewed by External Assessment Panels composed of culture sector representatives, including youth, which will make recommendations for funding.

Notification of Results

Applicants will be informed of grant decisions by letter usually within 60 days of the application deadline.

Payment and 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:

- Grant funds must be used for the activity as described in the application.
- The department must be notified in advance of any changes in the activity, including start and end dates, location, or any other significant changes.
- Applicants who do not receive the amount they requested may be required to submit a revised budget based on the approved amount.
- Organizations which receive grants must submit a **Final Report** within 60 days of the project end date.

Please note: If the **Final Report** becomes overdue no funds can be released for any subsequent grant approved through the Culture Division's programs until the overdue report has been received.

- The department's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which accompany the Terms and Conditions letter.
- Funding recipients are subject to provincial audit. Please retain all receipts.

Program Evaluation

The Culture Division will measure the success of the Cultural Opportunities for Youth Program and the projects it supports through review of evaluation forms completed by funded organizations following the conclusion of their activities. The division is looking to achieve the following outcomes:

- increased participation amongst Nova Scotia youth within the cultural sector
- increased appreciation for the skills, knowledge, experience and potential of this province's cultural and artistic communities
- increased appreciation for artistic excellence
- increased number and quality of partnerships or relationships within or among communities bonded over artistic interests and shared cultural experiences

Send completed application form to:

Cultural Opportunities for Youth Program
Department of Tourism, Culture & Heritage

In person/courier:
World Trade and Convention Centre
1800 Argyle Street, Suite 601
Halifax, NS B3J 3N8

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

For further information, call (902) 424-6392



Tourism, Culture and Heritage

Culture Division

WTCC
1800 Argyle Street, Ste. 601
PO Box 456
Halifax, NS B3J 2R5

Bus: 902 424-6392
Fax: 902 424-0710
Web: www.gov.ns.ca/dtc
Email: cultaffs@gov.ns.ca

Cultural Opportunities
for Youth Program Application Form

Name of organization/applicant:

Mailing address:

Postal code:

Organization's phone: Fax:

Email/website:

Society registration #: (if applicable)

Chairperson

Work phone: Home phone:

Email:

Contact person (if not Chair)

Work phone: Home phone:

Email:

Project name:

Location of activity:

Start date: End date: (month/day/year)

Amount requested: Total project costs:

Applicant's signature: Date:

Please answer the questions on page 2 and complete the financial table on page 3.

Has this activity been funded previously under the Cultural Opportunities for Youth Program? Yes No

If yes, when?

Provide a short description of the project (1 or 2 sentences)

**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.**

1. Provide a full description of your project. (approx. 800 words)
(The “who, what, when, & where” of your project - #s/dates/details.)
2. What outcomes or benefits do you hope this project will achieve? (up to 300 words)
(The “why” of your project - be specific and concrete in describing how things will change as a result of this project .)
3. What knowledge and experience do project organizers have that will be required to carry out your proposed activity? (up to 300 words)
(Provide short bios/descriptions of key people involved including any partners who are providing expertise. Where applicable, briefly describe the organization’s history. Attach resumes/bios of workshop instructors, key resource people or anyone employed in the project.)
4. How will this project support the Culture Division’s program goals for Community Development and Artistic Development? (up to 300 words)
(Review the Program Information, particularly pages 1 and 2, for key points about the goals and activities assisted. For example, how will your project provide opportunities for youth to develop artistic skills or relationships within their communities?)

Financial Table

Budget: All applicants are required to complete the budget form below.

For activities with budgets greater than \$10,000, you must also attach your own detailed budget.

Please indicate which sources of public funds are already confirmed. If any sources become confirmed after you submit the application please notify the department.

Projected Revenues

Earned from registration fees, admissions, concessions, sales, etc.

Sponsorships, donations and/or fundraising

Other government support - Specify:

Contribution from applicant

Other sources

Total Revenues

% of total revenues that will come from combined provincial and federal sources:

_____ %

cannot be more than 75% of revenues

Projected Expenses

Equipment and materials

Venue or hall rental

Staff cost or resource person fees & expenses

Promotion/Publicity

Administration

Other - Specify:

Total Expenses

Surplus (Shortfall)

Amount requested

(no more than 75% of expenses to a maximum of \$5,000)