

Cultural Activities Program

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

Introduction

The presence of cultural activities in our communities contributes significantly to our well-being and enriches the experiences of visitors to our province. The purpose of the Cultural Activities Program is to help build communities through community arts and cultural activities. Communities can include geographic locales, as well as communities of interest such as those involved in visual arts, music or crafts. Participation in the arts and cultural activities not only entertains, but teaches us more about who we are. Cultural activity in many forms also provides those involved in the culture sector the opportunity to develop skills and share ideas. It is through this sharing that relationships within and among communities are strengthened and developed, making our communities more vibrant and sustainable.

Program goals

The Cultural Activities 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

Under the Cultural Activities Program, government offers assistance to activities that develop or enhance the production or appreciation of community arts and cultural activities. Specifically, support is offered to:

- *Performing Arts Festivals or Competitions* ~ amateur festivals and competitions in which Nova Scotians participate to share their work and/or have it assessed by adjudicators or amateurs
- *Community Cultural Events* ~ activities and events which have a strong arts focus that bring people together around issues of cultural identity and planning. Priority will be given to activities that build relationships within communities, particularly between arts and non-arts based organizations
- *Cultural Workshops* ~ hands-on learning and skills development in community arts, crafts, and other forms of cultural expression
- *Community Cultural Projects* ~ activities that promote and display community arts or cultural expression and explore or celebrate a community's identity.

Eligibility

An eligible applicant is a community organization or agency.

Activities which are eligible for support under the Culture Division's *Grants to Organizations and Small Groups Program* are not eligible under this program.

Organizations which receive annual funding under *Operating Assistance to Cultural Organizations* may submit applications to the *Cultural Activities Program* only if the proposed activity is a special one-time project or a pilot project. Activities which enhance or add to on-going or core programs or events are not eligible.

Level of funding

The department's contribution will not exceed 50 per cent of eligible costs and normally will not exceed a maximum of \$5,000. As well, the combination of provincial and federal funding for the project should not exceed 75% of project costs.

Capital building development costs and equipment purchase costs will not be considered eligible in determining the funding level.

Fundraising events are not eligible for support.

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

Application procedure

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

People applying to the program for the first time are strongly encouraged to call the Culture Division to discuss their proposed activity and the requirements for application before completing the application form.

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, and dated. Applications post-marked on the deadline date are acceptable.

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 against their ability to support the Culture Division's goals for Community Development and Artistic Development as stated on page one and the following factors:

- the potential of the activity to fulfil the mandate of the organization
- the ability of the applicant to successfully complete the project based on the knowledge and experience of the people involved.

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

Program evaluation

The Culture Division will measure the success of the Cultural Activities Program and the activities 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 skills and knowledge of people active in community cultural activities

- increased quality of cultural activity, artistically and/or socially
- increased number and quality of partnerships or relationships within or among communities
- increased access to cultural resources and participation in cultural activities.

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.

Send completed application form to:

Cultural Activities 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.

Cultural Activities Program Application Form

Specify type of activity:

- Festival
 Event
 Workshop
 Project

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: __/__/____ (month/day/year) 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 Activities 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, including dates, location(s), people involved, what will take place and other information which helps describe how and what will happen. (approx 800 words)
2. How does this activity support the Culture Division's goals for Community Development and Artistic Development? (See page 1 of the Program Description) (up to 300 words)
3. How does this activity help fulfil your organization's mandate? (up to 300 words)
4. What knowledge and experience do members of your organization have that will be required to carry out your proposed activity? (Organizations conducting workshops must provide a résumé or pertinent background of the instructor or resource person.) (up to 300 words)
5. If your activity is successful, what outcomes or benefits will it achieve? (This should make clear why you are undertaking this project.) (up to 300 words)
6. What relationships will your organization develop or strengthen within your community, or within your cultural sector, in carrying out this activity? (If relevant, name specific organizations) (up to 300 words)

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 50% of expenses to a maximum of \$5,000)